



CITY COUNCIL

Public Safety Committee

Monday, December 5, 2011

Agenda

5:30 p.m.

Committee Members: D. Sterner, Chair; J. Waltman; M. Goodman-Hinnershitz

Although Council committee meetings are open to the public, public comment is not permitted. However, citizens are encouraged to attend and observe the committee meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation from the Committee Chair.

- I. Update Citizens Services Center Implementation Report**
- II. Quality of Life Ticketing Implementation Report**
- III. Year to Date Review of Codes Services**
- IV. Outcomes of MDJ Rulings on Codes Cases**
- V. Update Property Maintenance Code & Plumbing Code Amendment**
- VI. Housing (CE01 & CD01)**
 - a. Discuss process for properties requiring Conditional Use hearing that are currently in the zoning application backlog (breakouts of approximately 700 properties attached)
 - b. Review Housing Permit Ord (ready for enactment 12-12)
 - c. Review Certificate of Transfer Ord (ready to be introduced 12-12)

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Public Safety Goals

Goal 1: Coordination of Police, Codes and Zoning Services

Goal 2: Support Problem Oriented Policing

Goal 3: Surveillance Camera Project - *underway*

Goal 4: Support Consolidation of Fire Departments - *underway*

Goal 5: Support Update of Emergency & Pandemic Plan (including NIMS Training for all required personnel) - *underway*

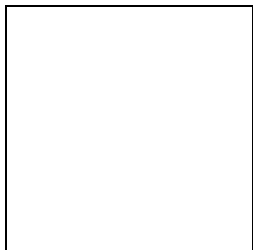
Goal 6: Support Health and Safety Review Ordinances

Goal 7: Support Cops and Codes Sweeps

Goal 8: Support Implementation of Sidewalk Café and Sales Ordinances - *complete*

Goal 9: Support Implementation of Sidewalk Vendor Ordinance -*complete*

Goal 10: Support Public Safety at City Schools



CITY COUNCIL

Public Safety Committee

Tuesday, November 7, 2011
Council Office
7 p.m.

Committee Members Attending: D. Sterner, Chair, M. Goodman-Hinnershitz, J. Waltman

Others Attending: V. Spencer, L. Kelleher, C. Geffken, C. Younger, C. Weidel, R. Natale, W. Heim, K. Kulp

Mr. Sterner called the Public Safety Committee meeting to order at 5:47 p.m.

Citizen Service Center Implementation Update

Ms. Weidel distributed the October Citizen's Service Center (CSC) Report showing for October a total of 1,127 resolved service requests and 349 open service requests. On average the report shows the following over the past (5) months:

- Missed Trash and Recycling Pickup: Approximately 230
- RAWA Service Requests: 430
- Codes Service Request: 320

In October, 570 Codes Service Requests have been resolved and 119 remain open and 499 RAWA service requests have been resolved and 52 remain open.

Ms. Weidel stated that CSC staff is currently working to identify new per capita tax eligible individuals using the Codes tenant listing. She stated that CSC is also working in coordination with Berks EIT to identify new and unlicensed businesses.

The Committee next discussed the City's approach to collecting Business Privilege tax, Business Privilege licenses and LST from employers and employees.

Quality of Life Ticketing Implementation Report

Mr. Geffken reviewed the report issued by Mr. Kersley, the City's Business Analyst. He stated that of the 436 Quality of Life Ticketing Appeals, 39% have been granted with the fines refunded. He stated that year-to-date 3,252 tickets have been issued for accumulation of rubbish or garbage, 5,326 tickets were issued for high grass/weeds, and 2,170 tickets were issued for no storage containers for waste. To date \$580,250 in fines has been assessed. He noted that, from a trending perspective, the number of tickets issued in October, a total of 1,489 were lower than the 1,512 tickets issued in September. He added that delinquent notices were mailed to property owners with past due violations and unpaid violations will be turned over to a collection agency in December.

The breakdown of violations by Council District is as follows:

- District 1 (year-to-date): 984
- District 2 (year-to-date): 826
- District 3 (year-to-date): 2,665
- District 4 (year-to-date): 1,970
- District 5 (year-to-date): 2,886
- District 6 (year-to-date): 2,095

Mr. Sterner inquired about the ability of Codes to reduce the number of Property Maintenance Aides while Codes staff is being ramped up to handle the new Housing Permit Ordinance. Mr. Natale stated that the Codes Department is beginning to focus on the need to provide in-house abatement rather than using a more expensive outside contractor. He stated that Property Maintenance Aides will be outfitted with a variety of tools such as weed wackers so they can abate the situation with the bill for services going to the property owner.

Mr. Geffken stated that the cost of the program is covered by the incoming revenue; however he noted that if the program is successful fewer tickets will be issued and the Property Maintenance Aides can be reassigned.

Ms. Kelleher inquired about the availability of a Codes Map that can show Quality of Life and/or Codes violations. She noted the importance of having the ability to overlay this data with the Police Department's crime data.

Storm Cleanup Update

Mr. Geffken stated that the City is working to develop a drop off location for debris from the storm two (2) Saturdays ago. He stated that in the meantime property owners need to chop and bundle debris and separate it from leaves for collection.

Property Maintenance: Code and Plumbing Code Amendments

Mr. Natale stated that he is working to purchase a license from the ICC which will allow the City to add our local amendments to the 2012 ICC Code.

Ms. Kelleher stated that Ms. Butler explained at a previous meeting, that former Legal Specialist Michelle Mayfield had been working with the Plumbing Inspector on the Plumbing Code amendment. Ms. Butler was going to follow-up with Ms. Mayfield to find out the status of the amendment process.

Ms. Kelleher stated that one (1) of the amendments being considered is allowing the use of PVC piping in homes rather than copper. Mr. Natale explained that PVC can be used only if the home's entire electrical system is totally rewired. He noted that copper is used as a ground for the old existing electrical system.

Housing Update

Ms. Kelleher and Mr. Natale asked City Council to consider adopting the Housing Permit Ordinance sometime before the end of the year. The ordinance will have an effective date in January 2012. Mr. Natale noted that the budget before Council contains approximately nine (9) Inspectors to fill the initiative in the Housing Permit ordinance and the separate Certificate of Transfer ordinance. Both ordinances are noted in the Act 47 Recovery Plan and in the Housing Strategy. Mr. Natale stated that Codes is already beginning to undertake the some of the initiatives listed in the Housing Strategy.

Ms. Kelleher suggested the following breakout of backlog hearings that need Conditional Use approval:

- Independent Hearing Officer hearings for properties in high-density residential zones with one (1), two (2), three (3), and four (4) units approximately 571 hearing (hearings for properties in the R-1 and R-2 zoning districts will be referred to Council's Conditional Use hearings)
- One (1) or two (2) members of Council splitting the hearings for properties with five (5) or six (6) which is approximately 66 hearings or 33 per Councilor
- Full Council hearings for properties with seven (7) units including rooms and above, and all properties in the R-1 and R-2 low density zones, approximately 20 hearings

Mr. Geffken reminded Council that the recommendations from the one (1) or two (2) members of Council and the Independent Hearing Officer will be referred to the full body of Council for rejection or approval.

Ms. Kelleher expressed the belief that the need for the hearings will be phased as it is entirely unlikely for approximately 700 property owners to submit applications at the same time.

The Committee requested a copy of the breakout sorted by Council District. The issue will be discussed again at the December Public Safety meeting.

The Public Safety Committee adjourned at 7 pm.

Respectfully submitted by Linda A. Kelleher CMC, City Clerk

Suggested break-out of Backlog Hearings

1. Dividing Hearings per Council District

District 1 – approximately 52 Hearings

District 2 – approximately 67 Hearing

District 3 – approximately 148 Hearings

District 4 – approximately 42 Hearings

District 5 – approximately 63 Hearings

District 6 - approximately 68 Hearings

2. **Independent hearing officer** - hearings for properties in the low density residential zones with 1, 2, 3 and 4 units – approximately 571 Hearings (*hearings for properties in R1 and R2 will be referred to a Full Council conditional use hearings*)

3. **A. One or two members of Council** (splitting the hearings) hearings for properties with 5 and 6 units – approximately 66 Hearings or 33 per Councilor (*hearings for properties in R1 and R2 will be referred to a Full Council conditional use hearings*)

B. Broken Down by District for properties with 4, 5 or 6 units

District 1 – approximately 11 Hearings

District 2 – approximately 22 Hearings

District 3 – approximately 29 Hearings

District 4 – approximately 6 Hearings

District 5 – approximately 12 hearings

District 6 – approximately 12 Hearings

4. **Full Council** – hearings for properties with 7 units (including rooms) and above and all properties within the R1 and R2 low density zones– approximately 50 Hearings

Breakout by Council District

District	Property	Parcel #	Date	Zoning	Units	Five Years
1	100 S 6th Street	04530627893546	8/14/2009	CC	5	N
1	102 S 6th Street	04530627893544	8/14/2009	CC	3	N
1	13 S 2nd Street	05530782602072	12/4/2009	CC	1 com. 1 res	N
1	53 S 6th Street	04530627894678	9/30/2009	CC	4	N
1	521 Chestnut Street	04530627891102	12/26/2007	CC	4	N
1	777 Court Street	08530784902677	12/27/2007	CC	90	N
1	107 South 5th Street	04530627890409	10/2/2008	CC	18 Rooms	N
1	150 South 5th Street	04530627797130	12/1/2009	CC	16	N
1	104 South 6th Street	04530627893542	6/5/2009	CC	3	N
1	638 Lancaster Ave	18530665533646	7/16/2008	CH	2	N
1	840 Lancaster Ave	18530664424767	7/12/2009	CH	2	N
1	528 Lancaster Ave	18530657547230	7/1/2008	CH	2 Apt 1 O/O	N
1	753 Laurel Street	02530644975429	1/15/2008	MC	2	
1	107 Upland Avenue	18530667832594	7/4/2008	R2	2	N
1	229 Carroll Street	18530658741317	9/1/2009	R2	2	N
1	400 Belvedere Ave	18530666734773	8/4/2008	R2	2	
1	115 S 6th Street	04530627895444	4/20/2010	R3	6	N
1	117 S 3rd Street	05530626698462	3/16/2010	R3	5	N
1	130 N 4th Street	06530782712009	3/18/2008	R3	2	N
1	210 S 6th Street	04530627883904	12/28/2007	R3	4	N
1	226 S 5th Street	04530627786786	9/22/2009	R3	3	N
1	229 S 4th Street	04530634783773	12/17/2009	R3	3	N
1	244 S 5th Street	04530635787547	2/7/2010	R3	3	N
1	244 S 6th Street	04530635883601	3/9/2010	R3	2	N
1	247 S 4th Street	04530634783556	12/18/2009	R3	1 com. 1 res	N
1	300 S 7th Street	02530636888457	10/29/2009	R3	10 rooms	N

1	314 S 5th Street	01530635787335	4/15/2010	R3	4	N
1	314 S 6th Street	01530635883305	2/2/2010	R3	2	N
1	354 S 13th Street	10531630281211	12/24/2007	R3	3	N
1	367 N 12th Street	09531770127424	12/8/2009	R3	3 rooms	N
1	518 N 13th Street	11531762231201	11/13/2009	R3	2	N
1	533 Spruce Street	04530635882519	11/7/2009	R3	2	N
1	548 S 7th Street	02530644868849	1/8/2008	R3	3 units 8 rooms	N
1	735 Bingaman Street	02530636982564	8/31/2009	R3	2	N
1	229 South 6th Street	04530635884784	1/11/2008	R3	5	N
1	644 Bingaman Street	02530636888283	7/14/2008	R3	2	N
1	305 Chestnut Street	05530626698123	1/1/2008	R3	2	N
1	529 Chestnut Street	04530627892102	8/5/2008	R3	3	N
1	536 South 6th Street	01530643873006	6/8/2009	R3	2	N
1	103 South 3rd Street	05530626698513	6/27/2008	R3	2	N
1	127 South 3rd Street	05530626698351	1/2/2009	R3	5	N
1	202 South 4th Street	05530626792010	3/5/2009	R3	3	N
1	219 1/2 South 4th Street	04530626783873	12/27/2007	R3	3	N
1	252 South 4th Street	05530634781596	3/17/2009	R3	3	Y
1	147 South 6th Street	04530627894160	12/31/2007	R3	3	N
1	243 South 6th Street	04530635884660	5/6/2009	R3	3	N
1	300 South 6th Street	01530635883407	12/21/2007	R3	4	N
1	621 Willow Street	02530643866911	1/25/2009	R3	3	N
1	625 Willow Street	02530643866982	1/12/2009	R3	2	N
1	328 Pine Street	01530634770839	12/31/2007	R3	2	Y
1	247 South 5th Street	04530635789536	5/21/2008	R3	5	N
2	530 Franklin Street	04530627892522	10/16/2009	CC	4	N
2	430 Elm Street	07530775715897	3/21/2008	CR	4	N
2	842 Franklin Street	03530628998585	1/27/2009	CR	3 Apt	Y

2	844 Franklin Street	03530628999515	1/27/2009	CR	2	N
2	1601 Mineral Spring Road	16531606399058	8/5/2008	R1	6	N
2	1611 Mineral Spring Road	16531606490190	3/16/2009	R1	2	N
2	1605 Mineral Spring Road	16531606490019	12/15/2007	R1	3	
2	1603 Mineral Spring Road	16531606490019	8/5/2008	R1	6	
2	1118 Chestnut Street	10531622182988	5/13/2010	R3	2	N
2	1119 Chestnut Street	03531622192184	11/8/2009	R3	2	N
2	1152 Perkiomen Avenue	03531622194739	6/28/2009	R3	3	N
2	1234 Perkiomen Avenue	03531622199311	9/21/2009	R3	5	N
2	1256 Perkiomen Avenue	03531622290166	8/21/2009	R3	2	N
2	1301 Cotton Street	16531630272930	12/2/2009	R3	3	N
2	1329 Perkiomen Avenue	16531606285931	8/3/2008	R3	3	N
2	1340 Mineral Spring	16531606286931	9/29/2009	R3	2	N
2	1520 Mineral Spring Road	16531606383718	11/30/2009	R3	4	N
2	1576 Mineral Spring Road	16531606388888	9/4/2009	R3	4	N
2	161 Clymer Street	16531606299486	6/25/2008	R3	12	N
2	1627 Perkiomen Avenue	16531632481274		R3	4	N
2	1765 Perkiomen Avenue	16531632489067	10/15/2009	R3	2	N
2	222 Clymer Street	16531631380661	12/5/2008	R3	3	N
2	224 S 13th Street	10531622281813	4/13/2010	R3	2	N
2	241 S 12th Street	10531630187622	6/17/2008	R3	2	N
2	243 Clymer Street	16531631383501	3/1/2010	R3	3	N
2	404 S 10th Street	02531629084181	9/14/2009	R3	1 unit 5 rooms	N
2	415 S 16th Street	16531632379948	10/27/2009	R3	4	N
2	442 S 7th Street	02530636878543	4/1/2010	R3	2	N
2	516 S 19th Street	16531633574532	8/31/2009	R3	3	N
2	630 S 18th Street	16531640468944	10/6/2009	R3	2	N
2	712 Chestnut Street	02530628980968	11/28/2009	R3	2	N

2	716 Chestnut Street	02530628980998	10/27/2009	R3	4	N
2	416 South 10th Street	02531629084081	1/10/2008	R3	2	N
2	117 South 11th Street	03531621191480	8/4/2008	R3	2	N
2	415 South 16th Street	16531632379948	8/5/2008	R3	4	N
2	815 Chestnut Street	03530628996132	10/15/2008	R3	2	N
2	825 Chestnut Street	03530628997122	3/17/2008	R3	3	N
					3 Apt 1 Comm	
2	1129 Chestnut Street	03531622193173	9/6/2007	R3		N
2	1271-73 Cotton Street	10531630271940	3/18/2008	R3	7	N
2	1752 Cotton Street	16531632478624	1/30/2008	R3	2	N
2	1274 Hill Road	16531606295911	1/10/2008	R3	6	N
2	1025 Cotton Street	10531629077991	10/3/2008	R3	3	Y
2	1042 Cotton Street	10531629079787	8/5/2008	R3	2	Y
2	27 South 11th Street	03531621191876	1/11/2008	R3	4	N
2	433 South 7th Street	02530636970621	12/31/2007	R3	3	N
2	624 A. Laurel Street	02530643876383	5/15/2008	R3	3	N
2	837-39 Muhlenburg Street	02530636987283	1/27/2009	R3	3	N
2	1401 Muhlenburg Street	16531631287272	8/28/2008	R3	3	N
2	1260 Spruce Street	10531630280434	12/28/2007	R3	2	N
2	225 Maple Street	10531621088891	8/20/2008	R3	46	N
2	1013 Penn Street	08531777007318	2/4/2009	R3	4	N
2	1039 Penn Street	08531777009348	12/12/2007	R3	6	N
2	1041 Penn Street	08531777009378	12/12/2007	R3	7	N
					3 Apts 6 Rooms	
2	1216 Perkiomen Avenue	03531622197458	12/31/2007	R3		N
2	1244 Perkiomen Avenue	03531622199266	1/11/2008	R3	5	N
2	1437 Perkiomen Avenue	16531631381416	6/17/2009	R3	4	N
2	1500 Perkiomen Avenue	16531631383243	6/23/2009	R3	6	N
2	1537 Perkiomen Avenue	16531631386375	6/8/2009	R3	3	N

2	1723 Perkiomen Avenue	16531632486172	9/8/2008	R3	2	N
2	1712 Mineral Spring Road	16531606486950	7/7/2008	R3	3	N
2	1576 Mineral Spring Road	16531606388888	8/13/2008	R3	4	N
2	1321 Good Street	16531622294376	12/31/2007	R3	2	Y
2	1122 Perkiomen Avenue	03531622192987	12/26/2007	R3	3	Y
2	1326 Perkiomen Avenue	16531622283798	12/15/2007	R3	4	Y
2	1550 Perkiomen Avenue	16531631387102	12/30/2007	R3	2	Y
2	1025 Penn Street	08531777008310	7/1/2010	R3	4	N
2	1627 Perkiomen Avenue	16531632481274	2/1/2008	R3	4	N
3	622 N 8th Street	12530760933890	2/22/2010	??	2	N
3	719 N 9th Street	12531753041218	2/26/2010	CN	4	N
3	725 N 9th Street	12531753041315	11/25/2009	CN	3	N
3	836 N 8th Street	12530760945975	12/29/2009	CN	2	N
3	924 North 8th Street	13530752957425	6/1/2009	CN	2	N
3	119 N 8th Street	08530784916025	8/14/2008	CR	4	N
3	124 N 8th Street	08530784913035	2/25/2010	CR	3	N
3	125 N 8th Street	08530784915078	11/7/2009	CR	2	N
3	302 N 9th Street	09530776919966	10/13/2009	CR	4	N
3	304 N 9th Street	09530776919967	10/19/2009	CR	4	N
3	932 1/2 Penn Street	03531777003043	9/26/2009	CR	3	N
3	932 Penn Street	03531777003033	12/18/2009	CR	1 com. 1 res	N
3	229 North 9th Street	09531769011605	4/28/2008	CR	3	Y
3	139 North 8th Street	08530784915260	8/5/2008	CR	2	N
3	247 North 8th Street	09530776915833	12/31/2007	CR	2 Apt 1 Comm	N
3	43 North 9th Street	08531777001619	6/26/2008	CR	3	N
3	51 North 9th Street	08531777000796	2/5/2009	CR	7	N
3	120 North 9th Street	08530784919040	1/4/2008	CR	5	N
3	214 North 9th Street	09530776919540	1/4/2008	CR	3	N

3	340 North 9th Street	09530776929331	6/12/2008	CR	3	N
3	925 Penn Street	08531777002348	1/11/2008	CR	5	N
3	127 Poplar Street	08530784912170	5/21/2009	CR	2	N
3	808 Walnut Street	08530776916208	9/29/2008	CR	3	N
3	725 Washington Street	08530784902837	7/13/2009	CR	3 Apt 1 Comm	N
3	128 North 9th Street	08530784919047	12/31/2007	CR	3	N
3	1011 Penn Street	08531777006396	10/16/2009	R3	3	N
3	1018 Franklin Street	03531621098513	12/11/2007	R3	2	N
3	102 Oley Street	15530757547021	10/30/2009	R3	1	N
3	1024 Greenwich Street	11531761038407	1/22/2010	R3	2	N
3	1028 Penn Street	03531777008033	10/27/2007	R3	4	N
3	1032 Walnut Street	08531769019218	10/12/2009	R3	3	N
3	1051 Chestnut Street	03531621190115	5/17/2010	R3	1 unit 4 rooms	N
3	121 N 9th Street	08531777011001	8/20/2009	R3	5	N
3	1229 Oley Street	12531754149107	10/30/2009	R3	2	N
3	1229 Windsor Street	13531746158295	8/23/2009	R3	3	N
3	123 S 9th Street	03531621091335	9/18/2009	R3	5	N
3	143 S 12th Street	03531622197225	3/22/2010	R3	2	N
3	147 S 12th Street	03531622197222	6/23/2010	R3	4	N
3	201 N 10th Street	09531769016328	7/16/2008	R3	9	N
3	230 N 10th Street	09531769014579	4/5/2010	R3	5	N
3	26 N 11th Street	08531777100525	8/5/2008	R3	2	N
3	301 N 10th Street	09531769016943	9/20/2009	R3	9	N
3	303 N 10th Street	09531769016945	11/4/2009	R3	2	N
3	307 N 9th Street	09531769011909	6/12/2009	R3	3	N
3	317 N 8th Street	09530776925076	10/2/2009	R3	1	N
3	323 N 8th Street	09530776925171	9/30/2009	R3	4	N
3	338 Franklin Street	05530626791545	1/29/2010	R3	2	N

3	343 N 8th Street	09530776925370	3/9/2010	R3	2	N
3	347 N 8th Street	09530776925374	3/2/2010	R3	3	N
3	351 N 8th Street	15530756446347	12/3/2007	R3	2	N
3	427 1/2 N 10th Street	11531761026840	5/15/2009	R3	3	N
3	501 N 8th Street	11530768935075	3/30/2010	R3	3	N
3	504 N 10th Street	11531761034079	10/1/2009	R3	2	N
3	516 Chestnut Street	04530627880959	12/12/2007	R3	3	N
3	520 N 9th Street	11530768939139	12/8/2009	R3	2	N
3	523 N 11th Street	11531761131290	10/31/2009	R3	2	N
3	527 Greenwich Street	14530767832623	11/9/2009	R3	5	N
3	528 N 9th Street	11530768939237	11/30/2009	R3	2	N
3	620 N 9th Street	12530768939734	8/27/2009	R3	3	N
3	640 Linden Street	12531754243081	10/14/2009	R3	?	N
3	641 N 9th Street	12531753031912	11/9/2009	R3	3	N
3	643 N 9th Street	12531753031913	11/9/2009	R3	3	N
3	647 Locust Street	12531754134950	1/29/2010	R3	2	N
3	660 N 12th Street	12531754145070	12/31/2007	R3	2	N
3	662 N 12th Street	12531754145071	12/31/2007	R3	2	N
3	710 N 10th Street	12531753140224	11/19/2009	R3	2	N
3	717 N 9th Street	12531753041216	12/30/2009	R3	2	N
3	727 Chestnut Street	03530628992144	8/5/2008	R3	1	N
3	760 N 12th Street	12531754145575	12/8/2009	R3	2	N
3	801 N 10th Street	12531753046637	1/29/2009	R3	3	N
3	810 N 10th Street	12531753044788	12/23/2009	R3	3	Y
3	814 N Front Street	15530757545875	4/4/2008	R3	3	N
3	831 Green Street	1153076893009	10/30/2009	R3	3	N
3	840 Greenwich Street	11530768938477	3/27/2008	R3	2	N
3	864 N 12th Street	12531746155163	10/30/2009	R3	3	N

3	909 Franklin Street	03531621091616	8/5/2008	R3	3	N
3	913 Franklin Street	03531621091677	2/9/2010	R3	3	N
3	918 Penn Street	03531777002121	9/29/2009	R3	6	N
3	13 South 10th Street	03531777006051	1/3/2008	R3	5	N
3	214 North 11th Street	09531769110520	12/31/2007	R3	3	N
3	738 North 11th Street	12531753140427	1/22/2008	R3	2	N
3	367 North 13th Street	09531770222385	8/5/2008	R3	4	N
3	401 North 13th Street	11531762222581	1/5/2009	R3	4	N
3	1016 Buttonwood Street	09531769027329	1/1/2008	R3	3	N
3	328 North 6th Street	07530775824284	7/31/2008	R3	3	N
3	623 North 9th Street	12531753031707	11/26/2007	R3	4	Y
3	32 North 10th Street	08531777004586	9/14/2007	R3	2	Y
3	545 North 11th Street	11531761131492	12/15/2007	R3	2	Y
3	133 South 8th Street	03530628995289	8/5/2008	R3	6	N
3	341 South 8th Street	02530636958251	5/15/2009	R3	14	N
3	440 North 9th Street	11530768929837	9/25/2008	R3	2	N
3	516 North 9th Street	11530768939136	1/4/2008	R3	5	N
3	524 North 9th Street	11530768939233	6/22/2009	R3	2	N
3	612 North 9th Street	12530768939638	8/12/2009	R3	3	N
3	617 North 9th Street	12531761031712	6/5/2009	R3	4	N
3	105 South 9th Street	03531621090582	7/23/2008	R3	2	N
3	123 South 9th Street	03531621091335	6/9/2008	R3	5	N
3	127 South 9th Street	03531621091301	8/5/2008	R3	2	N
3	428 South 9th Street	02530636979937	9/14/2007	R3	3	Y
3	46 North 10th Street	08531777004780	12/31/2007	R3	3	N
3	203 North 10th Street	09531769016422	12/21/2007	R3	5	N
3	211 North 10th Street	09531769016520	9/23/2008	R3	2	N
3	317 North 10th Street	09531769026047	12/20/2007	R3	2	N

3	334 North 10th Street	09531769024274	6/27/2009	R3	4	N
3	427 1/2 North 10th Street	11531761026840	12/31/2007	R3	3	N
3	429 North 10th Street	11531761026841	5/15/2009	R3	3	Y
3	615 North 10th Street	12531761036742	12/28/2007	R3	2	N
3	822 North 10th Street	12531753044981	10/2/2008	R3	2	N
3	1048 Elm Street	09531769110861	12/31/2007	R3	2	N
3	945 Elm Street	09531769014908	6/19/2008	R3	4	Y
3	825 Elm Street	09530776917997	12/29/2007	R3	3	N
3	1029 Douglass Street	12531753048761	12/17/2007	R3	4	N
3	236 North 11th Street	09531769110644	10/5/2007	R3	2 Homes	N
3	219 Greenwich Street	14530766634644	7/27/2008	R3	3	N
3	1052 Greenwich Street	11531761130447	7/31/2009	R3	4	N
3	1054 Greenwich Street	11531761130467	1/9/2008	R3	2	N
3	143-45 Moss Street	08531777013250	7/28/2007	R3	2	N
3	927 Franklin Street	03531621093618	8/1/2008	R3	3	N
3	939 Franklin Street	03531621094268	8/4/2008	R3	3	N
3	111 Mulberry Street	08531777008995	11/17/2006	R3	3	N
3	851-59 Mulberry Street	12531753049909	8/27/2007	R3	2	N
3	950 Franklin Street	03531621095524	8/4/2008	R3	2	N
3	1014 Franklin Street	03531621097573	6/25/2008	R3	2	N
3	831 Moss Street	12531753043961	2/6/2009	R3	2	N
3	1000 Oley Street	12531753046002	8/5/2008	R3	2	N
3	817 Green Street	11530768936058	7/21/2010	R3	3	N
3	1011 Green Street	11530768927975	5/22/2009	R3	9	N
3	1152 Green Street	11531762125903	7/9/2009	R3	3	N
3	936 Washington Street	08531777004745	12/19/2007	R3	3	N
3	613 Weiser Street	15530765530794	11/9/2008	R3	2	N
3	630 Weiser Street	15530756439807	8/26/2009	R3	2	N

3	924 Windsor Street	12531745053029	1/28/2008	R3	2 Apt 2 Stores	N
3	831 Greenwich Street	12530768937683	4/15/2009	R3	2	N
3	433 Greenwich Street	14530767736643	3/2/2009	R3	2	N
3	1024 Greenwich Street	11531761038407	12/28/2009	R3	2 Apt 6 Rooms	N
3	46 North 10th Street	08531777004780	6/11/2010	R3	3	N
3	1011 Washington Street	08531777007807	5/22/2010	R3	2	N
3	935 North 9th Street	13531745051407	6/24/2010	R3	2	N
3	652 North 10th Street	12531753044083	5/6/2008	R3	2	N
3	729 North 10th Street	12531753046346	1/11/2008	R3	3	N
3	650 North 10th Street	12531753044081	6/18/2009	R3	2	N
3	927 North 11th Street	13531745151490	8/11/2008	R3	2	N
3	236 North 11th Street	09531769110644	10/5/2007	R3	2 Homes	N
3	825 Green Street	11530768937029	7/21/2010	R3	7	N
3	827 Green Street	11530768937089	7/21/2010	R3	5	N
3	522 Birch Street	11531762138256	6/23/2010	R3	2	N
3	1235 Elm Street	09531770119968	7/5/2010	R3	6	N
3	739 North 9th Street	12531753041419	1/7/2007	RO	3 Apt 1 Comm	Y
3	733 North 9th Street	12531753041413	7/9/2008	RO	4	N
4	1000 North 8th Street	13530752958726	5/12/2008	CN	2	N
4	1319 Perry Street	17531738273451	12/31/2007	R2	2	N
4	1019 Locust Street	13531746154956	1/29/2010	R3	4	N
4	1021 Pike Street	17531729078915	8/29/2009	R3	2	N
4	1025 Perry Street	17531737078461	5/6/2010	R3	2	N
4	1057 N 9th Street	13531745061200	12/31/2007	R3	2 units 5 rooms	N
4	1116 Marion Street	13531738162761	8/5/2008	R3	2	N
4	1145 N 9th Street	13531737061605	11/30/2009	R3	3	N
4	1217 N 9th Street	17531737061908	11/2/2009	R3	2	N

4	1235 Spring Street	13531746159758	11/25/2009	R3	3	N
4	1235 Spring Street	13531746159758	4/13/2010	R3	3	N
4	1565 N 10th Street	17531721086844	12/2/2007	R3	2	N
4	1567 N 10th Street	17531721086846	12/2/2009	R3	3	N
4	1669 N 9th Street	17531721092464	10/9/2009	R3	5	N
4	908 N 10th Street	13531745054288	10/23/2009	R3	4	N
4	942 N 10th Street	13531745054583	8/5/2008	R3	2	N
4	1030 North 10th Street	13531745054987	1/14/2008	R3	2	N
4	1044 North 10th Street	13531745064087	11/29/2007	R3	2	N
4	1202 North 10th Street	17531737064885	6/12/2008	R3	3	N
4	1355 North 10th Street	17531729076749	11/1/2008	R3	2	N
4	1360 North 10th Street	17531729074881	8/5/2009	R3	12 rooms	N
4	1513 North 10th Street	17531729086545	11/9/2008	R3	2	N
4	1004 North 11th Street	13531745150729	4/14/2009	R3	2	N
4	1012 North 11th Street	13531745150826	12/7/2007	R3	2 apt	N
4	800 North 13th Street	12531754241711	1/2/2008	R3	2 apt 9 rooms	N
4	1031 Amity Street	17531729088409	7/31/2008	R3	1 rent 1 O/O	N
4	1033 Amity Street	17531729088560	1/4/2008	R3	4	N
4	1259 North 10th Street	17531737076248	9/12/2008	R3	9	Y
4	1312 North 11th Street	17531737170424	1/7/2008	R3	2	Y
4	1518 A North 9th Street	17530708989640	12/29/2008	R3	2	N
4	1251 North 9th Street	17531737071205	10/7/2008	R3	2	N
4	1051 Moss Street	13531745063165	8/28/2008	R3	3	N
4	1059 Moss Street	13531745063261	12/17/2007	R3	5	N
4	1025 Spring Street	13531745058719	7/17/2008	R3	2 Apt 1 Comm	N
4	1263 Spring Street	13531746251749	12/31/2007	R3	3	N
4	1030 Perry Street	17531737078215	3/1/2008	R3	2	N
4	941 Pike Street	17531729074905	7/7/2008	R3	2	N

4	925 Robeson Street	13531737062363	1/19/2009	R3	3	N
4	1225 Windsor Street	13531746158265	5/28/2008	R3	2	N
4	1201 North 10th Street	17531737066843	3/20/2008	R3	1 Apt 1 Comm	N
4	1251 North 9th Street	17531737071205	10/7/2008	R3	2	N
4	1401 North 12th Street	17531730177932	1/14/2008	R3	2	Y
4	1442 Birch Street	17531730188353	7/15/2010	R3	2	N
5	653 Schuylkill Avenue	15530756442053	10/7/2009	CN	5	N
5	668 Schuylkill Ave	15530756440086	1/11/2008	CN	3	N
5	1225 Carbon Street	19530738167337	7/28/2009	R2	2	
5	1205 Wayne Street	19530745058456	6/18/2010	R2	2	
5	110 W Windsor Street	15530749555049	12/14/2009	R3	3	N
5	1139 Church Street	14530743862509	12/27/2007	R3	4	N
5	1142 N 6th Street	14530743863721	3/11/2010	R3	2	N
5	118 Windsor Street	15530749558089		R3	2	N
5	131 W Windsor Street	15530749553276	4/19/2010	R3	4	N
5	136 Elm Street	06530773610814	9/25/2009	R3	2	N
5	138 W Oley Street	15530757543000	1/25/2010	R3	4	N
5	155 West Oley Street	15530757541179	10/28/2009	R3	2	N
5	163 W Oley Street	15530757541119	1/8/2010	R3	2	N
5	166 W Windsor Street	15530749550039	5/25/2008	R3	2	N
5	202 Douglass Street	14530758642584	10/30/2009	R3	3	N
5	205 Windsor Street	14530750652295	1/7/2008	R3	3	N
5	210 N Front Street	06530773515699	4/10/2010	R3	2	N
5	227 West Oley Street	15530756447159	11/10/2009	R3	2	N
5	259 W Oley Street	15530756444179	5/20/2010	R3	6	N
5	300 Hollenbach Street	15530756443299	2/9/2010	R3	7	N
5	306 W Oley Street	15530756443042	1/4/2008	R3	2	N
5	317 N Front Street	06530773527068	10/7/2009	R3	2	N

5	327 West Oley Street	15530756441189	10/26/2009	R3	3	N
5	401 Elm Street	07530774713939	3/15/2010	R3	2	N
5	417 Oley Street	14530759745109	12/17/2007	R3	3	N
5	426 West Oley Street	15530755337816	11/4/2009	R3	2	N
5	528 N Front Street	15530765535383	1/19/2010	R3	2	N
5	528 Pike Street	14530735870799	4/27/2010	R3	2	N
5	624 Schuylkill Avenue	15530764432742	9/25/2009	R3	2	N
5	718 McKnight Street	15530757542247		R3	2	N
5	726 N Front Street	15530757545373	12/2/2009	R3	2	N
5	816 N Front Street	15530757545877	4/4/2008	R3	5	N
5	848 Weiser Street	15530748459112	8/5/2008	R3	2	N
5	131 Buttonwood Street	06530765529576	8/5/2008	R3	2	N
5	516 North Front Street	15530765535284	12/14/2007	R3	2	N
5	645 North Front Street	15530757537962	8/5/2008	R3	2	N
5	120 W Elm Street	06530773515703	8/5/2008	R3	2	N
5	429 Elm Street	07530775715949	7/21/2010	R3	4	N
5	320 Elm Street	06530774710804	8/5/2008	R3	5	N
5	319 Elm Street	06530774629070	10/7/2008	R3	3	N
5	317 Elm Street	06530774629060	8/5/2008	R3	4	N
5	311 Elm Street	06530774628070	8/18/2008	R3	3	N
5	200 West Douglass Street	15530756449555	1/11/2008	R3	4	N
5	147 West Douglass Street	15530757541722	12/7/2009	R3	2	N
5	134 West Douglass Street	15530757542534	3/25/2009	R3	2	N
5	213 Douglass Street	14530758643763	12/27/2007	R3	2	N
5	163 Douglass Street	15530757641713	8/3/2010	R3	3	N
5	122 Douglass Street	15530757549525	8/6/2008	R3	2	Y
5	400 West Greenwich Street	15530764338127	7/18/2008	R3	2	N
5	201 West Greenwich Street	15530764439664	8/10/2009	R3	4	N

5	359 West Greenwich Street	15530764338389	8/18/2008	R3	3	N
5	141 Oley Street	15530757641128	8/4/2008	R3	3	N
5	138 West Oley Street	15530757543000	12/31/2007	R3	4	N
5	171 West Oley Street	15530757540159	6/12/2008	R3	2	N
5	173 West Oley Street	15530757540139	6/12/2008	R3	2	N
5	517 Perry Street	14530743870411	6/23/2009	R3	2	N
5	138 Robeson Street	15530749660118	5/12/2008	R3	4	N
5	412 Robeson Street	14530750764178	12/12/2007	R3	2	N
5	316 McKnight Street	06530773513828	12/29/2007	R3	2	N
5	134 West Windsor Street	15530749552089	2/15/2009	R3	3	N
5	915 Robeson Street	13531737061393	6/12/2008	R3	2	Y
5	341 West Windsor Street	15530748359227	6/30/2010	R3	2	N
5	234 West Oley Street	15530756446070	7/31/2008	R3	2	N
5	1155 North 5th Street	14530743769750	6/29/2010	R3	2	N
6	359 Penn Street	06530782702350	12/29/2007	CC	3	N
6	529 Penn Street	07530783801377	12/15/2007	CC	3	N
6	300 N 5th Street	07530775717966	10/20/2009	CR	3	N
6	322 N 5th Street	07530775727108	8/5/2008	CR	2	N
6	324 N 5th Street	07530775727201	8/5/2008	CR	3	N
6	340 N 5th Street	07530775727306	7/22/2008	CR	5	N
6	627 Walnut Street	07530775816493	10/28/2009	CR	2	N
6	253 North 5th Street	07530775719837	1/11/2008	CR	9	N
6	321 North 5th Street	07530775729154	4/12/2008	CR	3 Apt 1 Comm	N
6	101 Douglass Street	15530757547722	12/3/2009	R3	3	N
6	101 Spring Street	15530749557820	9/30/2008	R3	2	N
6	1041 N 5th Street	14530751769150	1/3/2008	R3	3	N
6	114 N 3rd Street	06530782606988	7/7/2008	R3	3	N
6	1207 n 10th Street	17531737066849	11/6/2009	R3	2	N

6	151 N 4th Street	07530774713360	7/11/2008	R3	9	N
6	224 N 4th Street	06530774712607	2/18/2010	R3	3	N
6	229 N 4th Street	07530774714746	6/9/2008	R3	3	N
6	2401 High Street	15530813129941	5/6/2010	R3	4	N
6	302 N 4th Street	06530774712918	2/8/2010	R3	2	N
6	342 N 6th Street	07530775823316	1/4/2008	R3	3	N
6	349 N 2nd Street	06530774623304	3/24/2010	R3	2	N
6	356 N 4th Street	06530774722412	2/2/2010	R3	2	N
6	406 N 5th Street	07530767727547	8/5/2008	R3	5	N
6	411 Green Terrace	07430766734165	12/10/2009	R3	3	N
6	418 Green TC	07530767735094	8/5/2008	R3	5	N
6	419 Woodward Street	07530766724852	9/2/2009	R3	3	N
6	421 N 5th Street	07530767729740	12/31/2007	R3	3	N
6	610 N 5th Street	14530759737803	7/29/2009	R3	9	N
6	626 Centre Avenue	14530758731719	2/3/2010	R3	3	N
6	737 N 4th Street	14530758743497	3/19/2009	R3	3	N
6	815 N 5th Street	14530759749855	2/4/2010	R3	3	N
6	835 Madison Avenue	14530759746946	9/30/2009	R3	2	N
6	841 Pear Street	03530628996383	10/27/2009	R3	2	N
6	934 Rose Street	14530750659556	10/28/2009	R3	9	N
6	842 Centre Ave	14530750655085	5/9/2008	R3	3	Y
6	534 Centre Ave	14530766733473	12/10/2007	R3	2	N
6	628 Centre Ave	14530758731801	1/11/2008	R3	4	N
6	827 Centre Ave	14530758649933	12/31/2007	R3	2	N
6	110 North 3rd Street	06530782606984	12/9/2009	R3	2	N
6	130 North 3rd Street	06530782616184	12/23/2007	R3	5	N
6	132 North 3rd Street	06530782616186	8/4/2008	R3	3	N
6	138 North 3rd Street	06530782616260	12/23/2007	R3	3	N

6	140 North 3rd Street	06530782616272	8/5/2008	R3	1 Rent 2 Comm	N
6	634 North 3rd Street	14530758636829	12/31/2007	R3	9	N
6	714 North 3rd Street	14530758646278	12/24/2007	R3	4	Y
6	119 North 4th Street	07530782713080	4/21/2008	R3	6	Y
6	145 North 4th Street	07530782713283	6/24/2008	R3	11	N
6	148-150 North 4th Street	06530774711278	3/17/2009	R3	41	N
6	213 North 4th Street	07530774713575	7/9/2008	R3	2	N
6	225 North 4th Street	07530774713686	6/9/2008	R3	3	N
6	358 North 4th Street	06530774722414	4/10/2008	R3	1 Apt 1 Comm	N
6	917 North 4th Street	14530750753394	1/4/2008	R3	2	N
6	426 North 5th Street	07530767727747	12/31/2007	R3	3	N
6	321 North 6th Street	07530775824188	8/5/2008	R3	3	N
6	738 North 6th Street	14530759843319	6/23/2010	R3	4	N
6	234 Rose Street	06530774619658	8/5/2008	R3	2	N
6	916 Rose Street	14530750659462	12/12/2007	R3	5	N
6	445 Oley Street	14530759747177	1/4/2008	R3	3	N
6	611 Pear Street	15530765630616	11/17/2009	R3	2	N
6	103 Walnut Street	06530773517432	7/8/2008	R3	2	N
6	401 Walnut Street	07530774713453	12/31/2007	R3	12	N
6	329 Washington Street	06530782701806	6/27/2008	R3	2	N
6	420 Spring Street	14530751755613	9/11/2008	R3	2	Y
6	329 Rose Street	06530774721106	7/31/2008	R3	2	N
6	929 North 3rd Street	14530750658551	10/15/2009	R3	3	N
6	613 Weiser Street	15530765530794	6/25/2010	R3	2	N
6	326 North 6th Street	07530775823201	7/21/2010	R3	4	N
6	1041 North 5th Street	14530751769150	7/13/2010	R3	3	N
	625 North 9th Street	12531753031719	12/26/2007	R3	2	N

115 Windsor Street	15530749558277	6/12/2008 Application	R3	4	N Registration
110 S 6th Street	04530627893404	2/22/2010	CC	2	Y
150 S 5th Street	04530627797130	2/26/2010	CC	16	Y
532 Franklin Street	04530627892543	10/15/2009	CC	5	Y
110 South 6th Street	04530627893404	12/21/2009	CC	2	Y
50 North 4th Street	06530782701658	12/29/2007	CC	93	Y
200 North 5th Street	07530775717369	7/31/2008	CC	4	Y
19 South 5th Street	04530627799912001	3/6/2008	CC	4 Apt 1 Comm	Y
101 South 5th Street	04530627799556	1/23/2008	CC	3	Y
1350 Carbon Street	19530737160995	12/4/2007	CH	2	Y
1222 Lancaster Ave	18530618217835	12/5/2007	CH	4	Y
554 Lancaster Ave	18530657546013	12/12/2007	CH	6	Y
942 Lancaster Street	18530664329571	12/10/2007	CH	3	Y
1057 Chestnut Street	03531621096103	11/13/2007	CN	3	Y
123 N 9th Street	08531777011002	4/4/2008	CR	4	Y
133 N 8th Street	08530784915164	2/23/2010	CR	2	Y
135 N 8th Street	08530784915175	2/20/2010	CR	3	Y
20 S 10th Street	03531621094997	5/17/2010	CR	3	Y
201 N 8th Street	09530776915368	10/1/2008	CR	7	Y
230 N 6th Street	07530775812751	1/29/2010	CR	5	Y
233 N 9th Street	09531769011608	3/9/2010	CR	2	Y
239 N 9th Street	09531769011703	12/3/2007	CR	2	Y
334 N 9th Street	09530776929237	12/5/2007	CR	4	Y
342 N 9th Street	09530776929333	6/25/2008	CR	2	Y
715 Walnut Street	09530776911422	3/17/2010	CR	4	Y
719 Walnut Street	09530776911462	10/3/2009	CR	2	Y
813 Walnut Street	09530776916452	6/27/2008	CR	3	Y
815 Walnut Street	09530776916462		CR	3	Y
216 North 9th Street	09530776919541	1/4/2008	CR	2	Y
212 North 9th Street	09530776919448	1/4/2008	CR	2	Y
230 North 6th Street	07530775812751	10/9/2008	CR	5	Y

16 South 10th Street	03531777005001	1/25/2008	CR	2	Y
140 North 9th Street	08530784919146	12/31/2007	CR	4	Y
907 Penn Street	08531777001328	8/5/2008	CR	3	Y
946 Penn Street	03531777004068	12/28/2007	CR	2	Y
831 Walnut Street	09530776918642	1/3/2008	CR	15	Y
839 Washington Street	08530784908879	4/21/2008	CR	2	Y
814 Walnut Street	08530776916267	6/12/2008	CR	2	Y
317 North 5th Street	07530775729059	6/24/2010	CR	3	Y
249 North 5th Street	07530775719844	6/23/2010	CR	9	Y
641 Walnut Street	07530776818423	8/31/2010	CR	6	Y
851 Penn Street	08530784909310	12/28/2007	CR	1	Y
1204 Chester Street	19530745059537	5/15/2006	R2	2	
100 Spring Street	15530749557612	9/22/2009	R3	3	Y
1014 Douglass Street	12531753047525	1/18/2010	R3	2	Y
1017 Franklin Street	03531621097668	2/4/2010	R3	3	Y
1027 Centre Avenue	10531629078940	3/4/2010	R3	2	Y
1030 Windsor Street	12531745058068	2/17/2008	R3	6	Y
1102 Perkiomen Avenue	03531777101140	2/26/2010	R3	8	Y
111 Windsor Street	15530749558237	9/16/2009	R3	4	Y
111 Windsor Street	15530749558237	2/3/2010	R3	4	Y
1114 Robeson Street	13531746162187	1/20/2009	R3	2	Y
1143 Franklin Street	03531622195619		R3	2	Y
1145 Franklin Street	03531622195629	12/28/2009	R3	2	Y
1155 Robeson Street	13531738166313	3/9/2010	R3	2	Y
116 W Windsor Street	15530749554099	2/3/2010	R3	2	Y
1166 Mulberry Street	13531737067765	8/5/2008	R3	3	Y
1201 Windsor Street	13531746156295	10/20/2009	R3	6	Y
1216 N 10th Street	17531737064987	6/23/2009	R3	2	Y
1321 Good Street	16531622294376	3/25/2010	R3	2	Y
135 S 6th Street	04530627894292	9/27/2009	R3	5	Y
137 Greenwich Street	15530765539681	7/14/2008	R3	4	Y
139 S 6th Street	04530627894189	1/14/2008	R3	4	Y

1420 N 10th Street	17531729084085	12/28/2007	R3	1	Y
1512 Schuylkill Avenue	19530730183138	2/15/2010	R3	2	Y
1615 Perkiomen Avenue	1653.1632480266	3/4/2010	R3	3	Y
1618 Perkiomen Avenue	16531632480059	4/15/2010	R3	3	Y
200 Windsor Street	14530750652067	1/7/2008	R3	3	Y
202 W Greenwich Street	15530764439447	12/24/2007	R3	2	Y
202 W Greenwich Street	15530764439447	2/3/2010	R3	2	Y
205 Schuylkill Avenue	06530773513597	5/12/2010	R3	2	Y
225 N 10th Street	09531769016645	12/19/2007	R3	3	Y
23 S 9th Street	03531621091903	2/12/2010	R3	3	Y
231 S 5th Street	04530635789742	12/12/2007	R3	3	Y
233 S 6th Street	04530635884790	10/9/2009	R3	2	Y
239 S 5th Street	04530635789695	1/3/2008	R3	6	Y
248 N 10th Street	09531769014777	12/18/2007	R3	2	Y
249 West Douglass	15530756444792	9/3/2009	R3	3	Y
317 S 7th Street	02530636980209	3/18/2010	R3	2	Y
318 N 6th Street	07530775823124	12/21/2007	R3	4	Y
325 N 8th Street	09530776925173	7/31/2008	R3	4	Y
339 S 18th Street	16531633580185	1/17/2009	R3	2	Y
340 Greenwich Street	14530766731477	12/31/2007	R3	2	Y
400 Schuylkill Avenue	06530772428390	9/24/2009	R3	2	Y
400 Woodward Street	07530766723651	8/1/2009	R3	5	Y
404 Schuylkill Avenue	06530772428382	9/24/2009	R3	5 rooms	Y
419 Spring Street	14530751755801	12/20/2007	R3	5	Y
420 Franklin Street	04530627795522	12/26/2007	R3	6	Y
424 Spring Street	14530751755643	12/27/2007	R3	5	Y
438 Greenwich Street	14530767736475	10/26/2009	R3	2	Y
460 Schuylkill Avenue	06530764427710		R3	2 units 5 rooms	Y
518 Schuylkill Avenue	15530764435123	10/28/2009	R3	3	Y
530 N 12th Street	11531762135364	9/30/2009	R3	5	Y
547 N 8th Street	11530768935478	7/31/2008	R3	4	Y
553 S 6th Street	02530643864888	12/31/2007	R3	3	Y

614 N 9th Street	12530768939730	2/5/2010	R3	4	Y
623 N 9th Street	12531753031707	2/5/2010	R3	4	Y
702 N 10th Street	12531753044184	12/29/2007	R3	3	Y
702 N 5th Street	14530759747245	10/28/2009	R3	3	Y
729 McKnight St	15530757544336	12/23/2009	R3	2	Y
803 Gordon Street	155307553	1/8/2008	R3	2	Y
820 N Front Street	15530757545972	2/2/2010	R3	3	Y
866 N 6th Street	14530751853123	11/10/2009	R3	2	Y
900 N 11th Street	13531745150220	12/7/2007	R3	2	Y
926 Greenwich Street	11531761033418	2/8/2010	R3	2	Y
928 Franklin Street	03531621093523	6/1/2008	R3	2	Y
937 Washington Street	08531777004827	10/26/2009	R3	3	Y
938 Franklin Street	03531621094523	2/24/2010	R3	4	Y
960 N 11th Street	13531745150627	12/12/2007	R3	6	Y
101 Amity Street	15530733587520	4/14/2008	R3	2 apts 1 comm	Y
337 1/2 North 11th Street	09531769121293	12/14/2007	R3	2	Y
125 South 4th	04530626794331	12/11/2007	R3	50	Y
730 Centre Ave	14530758648397	12/30/2007	R3	2	Y
321 North 9th Street	09531769021131	12/31/2007	R3	3	Y
1141 North 9th Street	13531737061602	12/28/2007	R3	3	Y
19 South 9th Street	03531621091907	7/14/2008	R3	1 apt 9 rooms	Y
116 North 10th Street	08531777014071	11/30/2007	R3	3	Y
219 North 10th Street	09531769016549	12/21/2007	R3	2	Y
222 North 10th Street	09531769014570	10/31/2007	R3	4	Y
1323 North 10th Street	17531729076544	12/28/2007	R3	4	Y
1321 North 10th Street	17531729076542	12/28/2007	R3	3	Y
1310 North 11th Street	17531737170423	3/-- --/2009	R3	2	Y
147 West Buttonwood Street	06530765522530	9/20/2007	R3	3	Y
946 Buttonwood Street	09531769024399	6/18/2008	R3	1 apt	Y
913 Buttonwood Street	11531761021565	11/13/2007	R3	5	Y
1221 North 5th Street	14530743779049	6/12/2008	R3	2	Y
327 North 6th Street	07530775824284	7/22/2008	R3	4	Y

732 North 6th Street	14530759843312	1/16/2008	R3	2	Y
800 North 6th Street	14530759843648	12/31/2007	R3	2	Y
107 South 6th Street	04530627894580	1/10/2008	R3	2	Y
231 South 6th Street	04530635884792	12/1/2008	R3	4	Y
312 South 7th Street	02530636980209	7/7/2009	R3	3	Y
621 North 9th Street	12531753031705	12/27/2007	R3	5	Y
613 North 9th Street	12531761031619	1/4/2008	R3	4	Y
153 South 8th Street	03530628995143	12/24/2007	R3	2	Y
118 South 8th Street	03530628993481	6/16/2009	R3	4	Y
927 North 9th Street	13531745051401	7/21/2009	R3	2	Y
1064 North 9th Street	13530752969231	12/28/2007	R3	4	Y
1154 North 9th Street	13530744969649	7/30/2008	R3	2	Y
23 South 9th Street	03531621091903	11/30/2007	R3	2	Y
37 South 9th Street	03531621091727	12/3/2007	R3	1 Apt 7 Rooms	Y
106 South 9th Street	03530628999511	1/3/2008	R3	4	Y
154 North 10th Street	08531769014390	8/15/2008	R3	1 Apt	Y
813 Chestnut Street	03530628996112	12/31/2007	R3	2	Y
208 Clymer Street	16531631380721	1/3/2008	R3	3	Y
1218 Chestnut Street	10531622188938	12/16/2007	R3	2	Y
611 North 11th Street	12531761132701	12/22/2007	R3	2	Y
1601 North 11th Street	17531721191090	5/28/2008	R3	3	Y
1334 North 10th Street	17531729074683	12/7/2007	R3	2	Y
127 South 10th Street	03531621096343	6/22/2010	R3	3	Y
253 South 10th Street	10531629086643	7/21/2010	R3	2	Y
349 North 11th Street	09531769121395	12/28/2007	R3	4	Y
1615 North 11th Street	17531721191291	12/30/2007	R3	2	Y
34 South 11th Street	03531621190709	12/26/2007	R3	3	Y
245 South 13th Street	16531630282667	1/11/2008	R3	3	Y
501 South 15th Street	16531631373747	8/5/2008	R3	2	Y
535 South 17th Street	16531640474480	12/4/2009	R3	2	Y
526 South 18th Street	16531640478488	12/1/2007	R3	2	Y
1042 Amity Street	17531729089334	12/24/2007	R3	2	Y

700 North 3rd Street	14530758646189	12/30/2007	R3	7	Y
927 North 3rd Street	14530750658459	12/27/2007	R3	2	Y
929 North 3rd Street	14530750658551	7/-- --/2008	R3	3	Y
204 South 3rd Street	05530626686969	10/22/2008	R3	2	Y
214 South 3rd Street	05530626686869	12/12/2007	R3	5	Y
143 North 4th Street	07530782713281	6/25/2005	R3	3	Y
216 North 4th Street	06530774712509	5/22/2008	R3	16	Y
204 South 4th Street	05530626782918	12/15/2007	R3	4	Y
411 South 4th Street	01530634773884	1/22/2010	R3	4	Y
1016 North 5th Street	14530751757857	7/31/2008	R3	2	Y
550 North 5th Street	14530767737454	12/31/2007	R3	2	Y
802 North 5th Street	14530759747756	12/21/2007	R3	3	Y
813 North 5th Street	14530759749852	12/3/2007	R3	3	Y
821 North 5th Street	14530759749952	10/16/2009	R3	2 Apt 5 Rooms	Y
1032 North 5th Street	14530751767050	6/12/2008	R3	2	Y
1033 North 5th Street	14530751769053	11/19/2007	R3	2	Y
238 South 5th Street	04530635786684	12/3/2007	R3	9	Y
317 North 6th Street	07530775824183	1/-- --/2008	R3	2	Y
319 North 6th Street	07530775824185	5/13/2008	R3	7	Y
947 Elm Street	09531769014998	6/19/2008	R3	4	Y
937 Elm Street	09531769014908	10/31/2007	R3	3	Y
350 Elm Street	06530774712822	12/3/2009	R3	32	Y
226 West Douglass Street	15530756447545	1/27/2009	R3	2	Y
929 Douglass Street	12531753043770	3/31/2009	R3	2	Y
401 Douglass Street	14530758743742	2/12/2008	R3	3	Y
110 Douglass Street	15530757548505	6/12/2009	R3	2	Y
107 Douglass Street	15530757543382	6/19/2008	R3	3	Y
100 Douglass Street	15530757547515	7/5/2008	R3	2	Y
1028 North 6th Street	14530751853925	12/4/2007	R3	2	Y
1512 North 11th Street	17531729180631	12/21/2007	R3	2	Y
244 South 5th Street	04530635787547	7/22/2008	R3	2 Apt	Y
1318 North 10th Street	17531729074581	12/28/2007	R3	2	Y

1204 North 6th Street	14530743863839	12/27/2007	R3	2	Y
343 South 6th Street	02530635884165	11/2/2008	R3	6	Y
150 Clymer Street	16531606296488	9/30/2008	R3	2	Y
166 Clymer Street	16531606297360	12/21/2007	R3	2	Y
821 Chestnut Street	03530628996182	1/4/2008	R3	4	Y
1741 Centre Ave	14530726694808	12/31/2007	R3	2	Y
1300 Fairview Street	16531638272234	1/15/2008	R3	6	Y
1118 Exeter Street	17531722193431	12/31/2007	R3	2	Y
140 West Greenwich Street	15530765532427	8/5/2008	R3	2	Y
221 Greenwich Street	14530766634664	1/4/2008	R3	3	Y
230 Greenwich Street	14530766634427	12/30/2007	R3	3	Y
539 Laurel Street	01530643872428	12/20/2007	R3	3	Y
105 Oley Street	15530757547158	6/23/2009	R3	2	Y
214 West Greenwich Street	15530764438457	9/14/2007	R3	3	Y
1138 Franklin Street	03531622194540	12/9/2007	R3	3	Y
318 Moss Street	09531769022047	12/31/2007	R3	2	Y
719 Weiser Street	15530757540390	7/6/2009	R3	3	Y
1033 Franklin Street	03531621099639	6/12/2008	R3	3	Y
1340 Good Street	16531606296275	12/2/2007	R3	2	Y
153 West Oley Street	15530757541199	12/28/2007	R3	3	Y
316 West Oley Street	15530756442062	12/28/2007	R3	2	Y
1301 Penn Street	08531777008378	12/27/2007	R3	8	Y
1040 Penn Street	03531777009093	1/3/2008	R3	46	Y
1106 Perkiomen Avenue	03531777101068	1/15/2009	R3	4	Y
1254 Perkiomen Avenue	03531622290138	4/1/2007	R3	5	Y
1337 Muhlenburg Street	16531631285225	8/1/2008	R3	2	Y
1021 Walnut Street	09531769017473	9/3/2008	R3	2	Y
1028 Walnut Street	08531769018278	1/5/2008	R3	2	Y
1564 Perkiomen Avenue	16531632388114	11/26/2007	R3	2	Y
1912 Perkiomen Avenue	16531633576784	12/10/2007	R3	2	Y
128 Robeson Street	15530749569129	3/17/2009	R3	4	Y
314 Windsor Street	14530750659049	12/11/2007	R3	5	Y

316 Windsor Street	14530750659069	7/20/2009	R3	2	Y
1118 Robeson Street	13531746163117	12/18/2007	R3	2	Y
1124 Robeson Street	13531746163147	8/1/2008	R3	2	Y
750 Schuylkill Ave	15530756348582	6/23/2008	R3	2	Y
128 West Spring Street	15530749553693	12/12/2007	R3	2	Y
1009 Walnut Street	09531769016471	12/21/2007	R3	2	Y
1130 Green Street	11531762124903	12/21/2007	R3	2	Y
1118 Windsor Street	12531746152079	5/25/2008	R3	3	Y
148 West Windsor Street	15530749551079	1/30/2008	R3	2	Y
1531 Mineral Spring Road	16531606393182	10/25/2007	R3	4	Y
127 Greenwich Street	15530765538663	3/23/2009	R3	2	Y
415 Woodward Street	07530766724821	7/21/2008	R3	5	Y
420 Woodward Street	07530767725657	7/1/2009	R3	2	Y
154 Walnut Street	06530773611276	12/20/2007	R3	2	Y
244 South 5th Street	04530635787547	6/25/2010	R3	3	Y
244 Oley Street	15530756445090	12/19/2007	R3	2	Y
1003 North 10th Street	13531745056746	6/27/2010	R3	3	Y
720 North 10th Street	12531753044289	12/10/2007	R3	2	Y
754 North 10th Street	12531753045508	11/19/2007	R3	2	Y
1100 North 10th Street	13531737064380	6/18/2008	R3	6	Y
668 North 13th Street	12531754241005	9/28/2007	R3	2 Apts 1 Store	Y
700 North 13th Street	12531754241113	1/10/2008	R3	2	Y
302 South 13th Street	10531630281427	8/13/2009	R3	2	Y
245 North 10th Street	09531769016843	7/19/2008	R3	3	Y
246 North 10th Street	09531769014775	10/1/2007	R3	2	Y
601 North 10th Street	12531761036549	12/11/2007	R3	4	Y
610 North 10th Street	12531761034771	12/14/2007	R3	4	Y
1240 Hill Road	16531622291796	12/27/2007	R3	3	Y
300 Lackawanna Street	19530737070136	12/26/2007	R3	275	Y
1512 North 11th Street	17531729180631	12/21/2007	R3	2	Y
244 South 5th Street	04530635787547	7/22/2008	R3	2 Apts	Y
1318 North 10th Street	17531729074581	12/28/2007	R3	2	Y
1204 North 6th Street	14530743863839	12/27/2007	R3	2	Y

1028 North 6th Street	14530751853925	12/4/2007	R3	2	Y
343 South 6th Street	02530635884165	11/2/2008	R3	6	Y
1733 Centre Avenue	14530726693799	7/20/2010	R3	4	Y
220 West Oley Street	15530756447090	7/20/2010	R3	2	Y
402 South 7th Street	02530636878941	7/21/2010	R3	2	Y
442 North 9th Street	15530768929839	7/21/2010	R3	3	Y
514 North 10th Street	11531761034177	7/21/2010	R3	5	Y
437 Elm Street	07530775716958	7/21/2010	R3	6	Y
819 Elm Street	09530776917917	7/21/2010	R3	4	Y
222 Greenwich Street	14530766633457	7/21/2010	R3	3	Y
106 South 4th Street	05530626791581	4/5/2010	R3	3	Y
128-130 Elm Street	06530773519814	9/1/2010	R3	4	Y
809 Douglass Street	12530760946750	10/26/2009	RO	2	Y
823 Douglass Street	12530760947750	12/16/2007	RO	2	Y
813 Douglass Street	12530760946780	6/14/2008	RO	2	Y

Inventory of Pending Multi-Family Housing Applications

Incomplete files: 788

Conditions to Qualify for Zoning Administrator Approval Without a Conditional Use Hearing

§11-104. Application for ~~Registration and Issuance of~~ a Rental Housing Permit.

- 2. *Special provisions for properties with a valid "Housing Permit" issued prior to December 31, 2007 but lacking valid zoning permits for Multiple Dwelling or Rooming House use.***
 - A. *Any property previously registered with the City of Reading Property Maintenance Division and holding a valid "Housing Permit" issued by the Reading Property Maintenance Division prior to December 31, 2007 and has remained current shall be required to apply to the Zoning Administrator for a zoning permit prior to submitting***

an Application for a Rental Housing Permit. The Zoning Administrator shall make an initial determination as to whether the subject property is located within a zoning district where multi-family rental use is legally permitted as an allowed use or a use previously approved as a Conditional Use pursuant to subsection D of §27-1203 of the Zoning Ordinance, as amended.

- (i) If the Zoning Administrator determines that the subject property is located within a zoning district where multi-family rental use is legally permitted in accordance with the foregoing provisions in Subsection A it will be granted a zoning permit as a legally permitted use under the applicable zoning, subject to subsection B hereunder, and it will be required to comply with all of the provisions of this Chapter and any other applicable chapters as verified upon inspection by the Property Maintenance Division.*
 - (ii) If the subject property had a valid Housing Permit as of December 31, 2007 but is determined to be located within a zoning district where multi-family rental use is not legally permitted in accordance with the foregoing provisions in Subsection A it will be granted a zoning permit as a prior "non-conforming use" by the Zoning Administrator within the meaning of subsection B of §27-607 of the Zoning Ordinance and remain eligible for a Rental Housing Permit provided it conforms to the remaining requirements of the City of Reading Codes and Codified Ordinances.*
- B. The Zoning Administrator shall make a secondary determination as to whether the number of dwelling units present exceeds the number of units previously recorded for the premises in City records. A Rental Housing Permit will be denied until the property is modified to comply with the number of units previously recorded.*
- C. A zoning permit issued by the Zoning Administrator in accordance with Sections A and B hereinabove shall satisfy the requirements of §11-104 1.G. and the issuance of a Rental Housing Permit shall be subject to compliance with the remaining provisions of §11-104 1.*

ORDINANCE __-2011

AN ORDINANCE AMENDING CHAPTER 11, HOUSING - RENTAL, PART 1, PROVIDING FOR THE ISSUANCE, DENIAL, OR REVOCATION OF RENTAL HOUSING PERMITS; AUTHORIZING THE ZONING ADMINISTRATOR TO APPROVE OR DENY THE ISSUANCE OF ZONING PERMITS FOR PREVIOUSLY REGISTERED RENTAL UNITS AND TO DENY NON-CONFORMING APPLICATIONS; PROVIDING FOR ANNUAL RENTAL HOUSING PERMITS; ESTABLISHING A SURCHARGE FOR FAILING TO APPLY FOR TIMELY RENEWAL OF A RENTAL HOUSING PERMIT; PROSCRIBING THE FAILURE TO TIMELY APPLY FOR A NEW RENTAL PERMIT FOLLOWING THE ACQUISITION OF RENTAL PROPERTY AND DECLARING THE SAME AN OFFENSE; PROVIDING FOR THE IMPOSITION OF PENALTIES FOR OPERATING RENTAL HOUSING WITHOUT APPLYING FOR A REQUIRED PERMIT; PROVIDING FOR THE REVOCATION OF RENTAL HOUSING PERMITS GRANTED UPON APPLICATIONS CONTAINING MATERIAL MISREPRESENTATIONS, ERRORS OR OMISSIONS; AND REPEALING CHAPTER 11, PART 1, EXHIBIT A.

§11-102. Definitions.

This section is amended to change or add the following definitions:

ROOMING UNIT - *an individual room within a "Rooming House" as said term is defined herein that is suitable for human lodging or occupancy.*

REGISTRATION - ~~the completed filing of an appropriate Application for Registration and Issuance of a Rental Housing Permit for a specific property.~~

RENTAL HOUSING PERMIT – *A permit issued by the City of Reading Property Maintenance Division per the procedure established by this Chapter and the policies created in accordance therewith.*

VACANT PROPERTY - *A residential or mixed use (residential and other permitted use) property shall be deemed to be a "vacant property" if it is continuously unoccupied by the same individual or basic family unit as a residence from more than ninety (90) days and/or it is unoccupied and has been voluntarily or involuntarily disconnected or suspended from one or more of the following public or private utilities or services: water, natural gas, electric or fuel oil.*

§11-103. Rental Housing ~~Registration~~ and Permit Required.

No person shall let, rent or cause to be occupied any rental unit, building, dwelling or dwelling unit, nor shall any person operate a rooming house, or let to another for occupancy, any room in a rooming house that provides shelter or lodging suitable for human habitation unless that person first applies for, renews and obtains a Rental Housing Permit issued by the City of Reading Property Maintenance Division per the procedure established by this code and policies created thereunder. Occupancy of a dwelling unit or rooming unit is precluded until a Rental Housing Permit has been issued. Rental housing permits are non-transferrable.

§11-104. Application for ~~Registration and Issuance~~ of a Rental Housing Permit.

1. Applications for ~~and registration of~~ a rental property *housing permit* for a dwelling unit or a rooming unit shall be made in writing on forms prepared and provided by the City of Reading Property Maintenance Division and shall be accompanied by payment of the applicable ~~registration fee~~ **and a copy of the Deed.** Such forms shall require, but shall not be limited to, the following information and shall be signed and sworn to by the owner of such dwelling unit or rooming unit: [Ord. 22-2009]
 - A. The name(s), business addresses, date of birth and telephone numbers, (business and mobile) of all of the owners of the rental unit or rooming unit. If the owner is a corporation, *limited liability company, or partnership, a true and correct copy of the articles of incorporation, certificate of organization, statement of registration or partnership agreement, as applicable, shall be provided in conjunction with a document identifying the officers of the corporation or the partners of the partnership.*
 - B. The name, business address, date of birth and telephone numbers, (business and mobile), of the responsible local agent *and/or property manager* as required by this Part.
 - C. The owner(s), property manager and responsible local agent shall submit as proof of identification a government issued identification card. The proof of identification shall be presented to the Property Maintenance Division with the application. Where the owner is a corporation, *limited liability company, or partnership, proof of identification of at least one of the officers of the corporation, the managing member or designated member of the limited liability company, or the managing or general partner of a partnership* must be presented by said individual. [Ord. 22-2009]
 - D. The address of the premises at which the dwelling unit or rooming unit is located.

- E. Identification of the rental unit as a dwelling unit or rooming unit.
- F. The number *of permitted or allowable dwelling units or rooming units located within the building where the dwelling unit or rooming unit is located.*
- G. A copy of zoning permit authorizing ~~or registering~~ the dwelling unit or rooming unit as a *residential* unit shall be attached. ~~If the dwelling unit or rooming unit contains more than one unit, then~~ The zoning permit attached shall indicate the authorized number of units. If the dwelling unit or rooming unit has been certified as a nonconforming use per the City of Reading Zoning Ordinance [Chapter 27] and applicable State law, then a copy of the certificate of nonconforming use shall be attached. *(See §11-104 subsection 2 for special provisions for properties with a valid "Housing Permit" issued prior to December 31, 2007 but lacking valid zoning permits.)*
- H. Proof of a valid contract with a trash hauler licensed by the State for trash removal/collection from the property address including the name, address and telephone number of the trash hauler. ~~Alternatively, proof of current participation of the dwelling unit or rooming unit on the City of Reading trash collection program.~~
- I. Proof of *current* participation of the property address in the City of Reading recycling program.
- J. A copy of the written lease form the owner intends to have the occupants/tenants of each permitted dwelling unit or rooming unit to execute with a copy of the addendum required herein attached thereto.
- K. The owner shall furnish with the ~~Application for Registration and Issuance a Rental Housing Permit~~ *photographs of the front and rear exterior of the building for which a permit is requested. The photograph of the front exterior of the building shall contain a visible, identifiable address number appearing thereon.* If there are changes *subsequently* made to the floor plan, the owner shall submit *a revised floor plan, drawn to scale, with the next application (for re-issue or renewal)* submitted after the changes to the floor plan were made and the same shall be accompanied by copies of all valid permits as required for such revisions. [Ord. 22-2009]
- L. A completed tenant listing on a form prepared and provided by the Property Maintenance Division providing the following information of all persons occupying the building for which the permit is sought, including children under 18 years of age, full name, unit, apartment or floor number/designation (where applicable), and term of lease including date of entry and departure. If the owner has reason to believe that such disclosure may jeopardize the personal safety and well-being of a tenant or occupant and provides the Property Maintenance Division with such information and documentation to support such belief as may be reasonably required by the Property Maintenance Division, such disclosure shall not be required. If the unit is not rented at the time of application, the owner shall submit the tenant listing as prescribed above within 30 days of occupancy of the unit and in no event later than the next bi-annual date for such submission as required by this Part. [Ord. 22-2009]
- M. The date of the last inspection of the premises, building or unit with confirmation thereof by the Property Maintenance Division. [Ord. 22-2009]
- N. A place to indicate approval or denial of the application and date thereof as well as and location for print name, signature and title of person approving or denying the application. [Ord. 43-2008]

2. *Special provisions for properties with a valid "Housing Permit" issued prior to December 31, 2007 but lacking valid zoning permits for Multiple Dwelling or Rooming House use.*
 - D. *Any property previously registered with the City of Reading Property Maintenance Division and holding a valid "Housing Permit" issued by the Reading Property Maintenance Division prior to December 31, 2007 and has remained current shall be required to apply to the Zoning Administrator for a zoning permit prior to submitting an Application for a Rental Housing Permit. The Zoning Administrator shall make an initial determination as to whether the subject property is located within a zoning district where multi-family rental use is legally permitted as an allowed use or a use previously approved as a Conditional Use pursuant to subsection D of §27-1203 of the Zoning Ordinance, as amended.*
 - (j) *If the Zoning Administrator determines that the subject property is located within a zoning district where multi-family rental use is legally permitted in accordance with the foregoing provisions in Subsection A it will be granted a zoning permit as a legally permitted use under the applicable zoning, subject to subsection B hereunder, and it will be required to comply with all of the provisions of this Chapter and any other applicable chapters as verified upon inspection by the Property Maintenance Division.*
 - (jj) *If the subject property had a valid Housing Permit as of December 31, 2007 but is determined to be located within a zoning district where multi-family rental use is not legally permitted in accordance with the foregoing provisions in Subsection A it will be granted a zoning permit as a prior "non-conforming use" by the Zoning Administrator within the meaning of subsection B of §27-607 of the Zoning Ordinance and remain eligible for a Rental Housing Permit provided it conforms to the remaining requirements of the City of Reading Codes and Codified Ordinances.*
 - E. *The Zoning Administrator shall make a secondary determination as to whether the number of dwelling units present exceeds the number of units previously recorded for the premises in City records. A Rental Housing Permit will be denied until the property is modified to comply with the number of units previously recorded.*
 - F. *A zoning permit issued by the Zoning Administrator in accordance with Sections A and B hereinabove shall satisfy the requirements of §11-104 1.G. and the issuance of a Rental Housing Permit shall be subject to compliance with the remaining provisions of §11-104 1.*

§11-105. Annual Renewal of Rental Housing Permit.

1. *Effective January 2, 2012, each Rental Housing Permit shall be renewed by the registrant on or before the 1st of April in each and every calendar year regardless of when the original permit was issued in the previous year. If the 1st of April falls upon a Saturday, Sunday or holiday the deadline shall be the close of business on the next business day. Renewal of a Rental Housing Permits shall be made upon forms prescribed by the Property Maintenance Division and single copies of the same for each property address shall be made available to property owners at no charge. Submission of annual renewal forms shall be accompanied by payment of the specified renewal fee as adopted by formal resolution of City Council.*
2. *Annual Rental Housing Permit Renewal forms shall require the owner, in addition to the information specifically required in other provisions of this Chapter, to provide the following: (a) the name and policy number of the insurer providing liability and extended risk insurance*

coverage the premises, (b) disclose and/or confirm the number, name and age of residents of dwelling unit in each building and the number of tenants residing in each dwelling unit, (c) the operational status of fire and smoke alarms, the operational status of fire escapes and emergency exits, if applicable, and (d) any changes or alterations to the interior or exterior structural and/or mechanical components or systems of the building or any individual dwelling unit therein including repairs due to casualty loss, since the date of the issue of the Rental Housing Permit or the last renewal thereof, whichever is later. The Annual Permit Renewal forms shall further require the owner to verify that false statements therein made are subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities.

- 3. Submission of annual renewal forms after the April 1st deadline shall be subject to a surcharge of Three Hundred Dollars (\$300) per rental unit for each month or fraction thereof following the said deadline. Said fees and surcharges shall constitute a lien upon the real property and the property owner shall be liable for payment of the same, together with attorneys' fees, court costs and receipted costs of collection.*
- 4. Failure to submit an annual renewal form as required herein before July 1st in each and every year may result in the immediate revocation of the Rental Housing Permit.*
- 5. In the event of revocation of the Rental Housing Permit the property owner must file an Application for Reinstatement upon a form prescribed by the Property Maintenance Division and the filing of said application shall be accompanied by payment of all outstanding fees and surcharges.*
- 6. Notwithstanding the filing of an Application for Reinstatement nothing herein shall prevent the City of Reading from undertaking legal action to enforce any other provision of the City of Reading Codified Ordinances, including action to enjoin any continued occupancy of the property by tenants residing therein and/or action to abate any nuisance, dangerous condition or other threat to the health and safety of the tenants residing therein or the general public.*
- 7. In the event the Rental Housing Permit is revoked for a property that was previously approved for multi-family rental housing but designated a non-conforming use by the Zoning Administrator, failure of the owner to file an Application for Reinstatement of a Rental Housing Permit within six months of the date of revocation of the Rental Housing Permit as provided herein shall, in the absence of any showing of reasonable excuse or good cause, be considered an "abandonment" of such use in accordance with the provisions of §27-607 F and G of the Zoning Ordinance. The burden of proving reasonable excuse or good cause for a failure to file an Application for Reinstatement shall rest solely upon the property owner and the determination of the same can only be made upon a majority vote of City Council.*

§11-106. Denial of Application for a Rental ~~Registration~~ Housing Permit.

A Rental ~~registration~~ **Housing Permit** shall not be issued or renewed to any applicant if said rental unit, building or dwelling is not in compliance with the City of Reading Codified Ordinances including, but not limited to, City of Reading Building Code [Chapter 5, Part 1B], Existing Building Code [Chapter 5, Part 1C], Plumbing Code [Chapter 5, Part 2], Mechanical Code [Chapter 5, Part 5], Electrical Code [Chapter 5, Part 4], Fire Code [Chapter 5, Part 3], and Residential Code [Chapter 5, Part 8], Property Maintenance Code [Chapter 5, Part 6], Solid Waste and Recycling Ordinance [Chapter 20, Part 1], Health Code [Chapter 10, Part 1] and Zoning Ordinance [Chapter 27], or has failed an inspection, is in pending litigation for violations of the aforesaid Codified Ordinances or has been declared uninhabitable and/or condemned by the appropriate authority with jurisdiction.

The City may deny an application for a Rental Housing Permit if the applicant (or in the case of a corporate or similar entity, its owners or affiliates) has a demonstrable history on three or more occasions of failing to address cited code violations, including lack of utilities, that present immediate threats to human health and safety within the compliance period specified by the Property Maintenance Division, currently has unresolved codes violations, or has any tax delinquencies.

The City of Reading Property Maintenance Division is hereby authorized to placard and condemn thereby requiring the immediate vacation, or within the discretion of the Property Maintenance Inspector a reasonable amount of time vacation, of a property that is being rented for which a Rental Housing Permit therefore has not been filed with the Property Maintenance Division as required by this Part. [Ord. 22-2009]

§11-107. Revocation of a Rental ~~Registration~~ Housing Permit.

The City of Reading Property Maintenance Division, ~~the municipality~~ shall have the authority to revoke or suspend the Rental Housing Permit of any rental unit, building, rooming house, or dwelling that it determines within the reasonable exercise of its discretion to be uninhabitable by humans, and in noncompliance with the City of Reading Codified Ordinances including, but not limited to, City of Reading Building Code [Chapter 5, Part 1B], Existing Building Code [Chapter 5, Part 1C], Plumbing Code [Chapter 5, Part 2], Mechanical Code [Chapter 5, Part 5], Electrical Code [Chapter 5, Part 4], Fire Code [Chapter 5, Part 3], and Residential Code [Chapter 5, Part 8], Property Maintenance Code [Chapter 5, Part 6], Solid Waste and Recycling Ordinance [Chapter 20, Part 1], Health Code [Chapter 10, Part 1] and Zoning Ordinance [Chapter 27], or has failed an inspection. A Rental Housing Permit may also be revoked if it is determined that the permit was issued upon material misrepresentations, errors or omissions set forth in the application for original issue renewal as applicable.

The City may revoke a Rental Housing Permit if the applicant (or in the case of a corporate or similar entity, its owners or affiliates) has a record of chronic codes violations, currently has unresolved codes violations, or has any tax delinquency.

A notice of a revocation of a rental registration Rental Housing Permit shall set forth the reason for the revocation, and shall be provided in writing to the last known owner of record.

The City of Reading Property Maintenance Division is hereby authorized to placard and condemn thereby requiring the immediate vacation, or within the discretion of the Property Maintenance Inspector a reasonable amount of time vacation, of a property that is being rented for which a Rental Housing Permit therefore has not been filed with the Property Maintenance Division as required by this Part. [Ord. 22-2009]

§11-108. Transfer of Ownership and Change of Address.

1. It shall be the duty of each owner of a dwelling unit or rooming unit to notify the Property Maintenance Division of any change in ownership of the property *by providing a copy of the new deed with a Certificate of Transfer affixed thereto in compliance with the requirements of § 4-303 of Chapter 4 of the City of Reading Codified Ordinances, as amended.*

2. A Rental ~~registration~~ *Housing Permit* issued hereunder *does not attach to the real estate title and* does not pass or transfer to any person or entity who acquires ownership of the property upon which the dwelling unit or rooming unit is situated. The prospective new owner of a property upon which rental housing is permitted shall submit a completed application for a new ~~registration~~ **Rental Housing Permit** to the Property Maintenance Division no later than 30 days prior to date scheduled for final closing and transfer of title. Said application for a new ~~registration~~ **Rental Housing Permit** shall be compliant with

the applicable rules set forth in this Chapter and issuance of a new Rental Housing Permit shall be further conditioned upon inspection of the premises by the Property Maintenance Division and a determination of compliance of the premises with the applicable requirements of the City of Reading Codified Ordinances.

3. Any owner of a rental unit governed by this Part who relocates or changes mailing address shall file written notice of the same with the Berks County Assessment Office and the City of Reading Property Maintenance Division within ten (10) days of such relocation or change in mailing address.

4. The failure of a new owner or prospective new owner to make timely application for a new Rental Housing Permit *and/or provide written notice of relocation or change in address* as provided herein shall *shall assess an application surcharge of \$1,000 per unit and provide the owner 15 days to submit such application, with such notice being posted on the property; failure to submit a complete application within the proscribed time shall result in the assessment of a fee of \$100 per unit per day until such time a complete application for a required Rental Housing Permit is received by the Property Maintenance Division. Said fees shall constitute a lien upon the real property and the property owner shall be liable for payment of the same, together with attorneys' fees, court costs and receipted costs of collection. Upon timely payment of said fees, a property owner may request in writing an administrative hearing to dispute a finding of operating unpermitted rental housing before the Director of the Department of Community Development or such person who may be designated by the same; the property owner will be notified in writing as to the hearing date, which shall be within 30 days of the request, and a written statement of findings of facts shall be issued by the hearing officer within 15 days of said proceeding. Failure by the owner to appear for said hearing shall result in an automatic finding of operating unpermitted rental housing.*

§11-109. Inspection.

1. Initial Inspection.

~~A. — Except as provided herein, all properties for which a rental registration is submitted from 2007 through 2014 shall not be required to undergo an inspection to be registered as a rental property. Properties which have historically, within the last 5 years, been owner-occupied and not registered rental properties shall be required to undergo an inspection as part of the initial application to register as a rental property. This provision shall not include registered rental properties from continuing to undergo an inspection pursuant to the City of Reading Rental Inspection Program including, but not limited to, renewal inspections, routine inspections and complaint inspections nor a Health and Safety Inspection pursuant to the City of Reading Codified Ordinances upon transfer of a property. [Ord. 22-2009]~~

A. If an initial application inspection is required pursuant to the provisions of this Chapter upon receipt of a fully completed application for a Rental ~~registration~~ **Housing Permit** and receipt of payment of the applicable fee ~~for rental registration~~, the Property Maintenance Division shall within 10 days of said receipt schedule an exterior and interior inspection of the dwelling unit or rooming unit to be performed no later than 30 days from said receipt to determine if the dwelling unit or rooming unit is compliant with the applicable City of Reading Codes and Codified Ordinances. If the City inspector performing the inspection determines that the dwelling unit or rooming unit complies with the applicable City of Reading Codes and Codified Ordinances, the inspector shall so advise the owner and report the same in writing to the City of Reading Property Maintenance Division. Upon receipt of such written report of compliance and a determination that all other requirements have been met the Property Maintenance Division shall issue the Rental Housing Permit.

- B. In the event the City's inspector determines that the dwelling unit or rooming unit is in violation of one or more of the applicable provisions of the City of Reading Codes and Codified Ordinances, the Property Maintenance Division shall be instructed not to issue the Rental Housing Permit. Additionally, the City Official shall issue a notice of violation as provided in the appropriate Code. Further, if the violation is not corrected within the time frame established on the notice of violation the City Official shall commence the appropriate legal proceedings as permitted by the applicable Code. The owner shall notify the Property Maintenance Division of correction, remediation and/or abatement of the violation. Within 10 days of receipt of said notification from the owner, the Property Maintenance Division shall schedule a re-inspection of the dwelling unit or rooming unit to determine if the violations set forth in the notice of violation have been remedied, corrected and/or abated. If the Codes Official determines that the violations have been remedied, corrected and/or abated in accordance with the applicable City of Reading Codes and Codified Ordinances, the Code Official shall so advise the owner and Property Maintenance Division and in so doing authorize issuance of the rental registration. Occupancy of the dwelling unit or rooming unit is prohibited until a ~~registration~~ **Rental Housing Permit** is issued.

2. Renewal Inspections

- A. An inspection of a rental unit *as defined in this Chapter* shall be performed by Property Maintenance Division *if necessitated by reported changes to a rental unit on the Annual Rental Housing Permit Renewal form or, in the absence of reported changes,* on a revolving basis not less than every ~~3~~ 2 years nor more than 5 years from the date of last inspection pursuant to the City of Reading Rental Property Inspection Program. [Ord. 22-2009]
- B. If the Property Maintenance Division Official performing the inspection determines that the dwelling unit or rooming unit complies with the applicable City of Reading Codes and Codified Ordinances, the Official shall so advise the owner, *make the appropriate entry in the official records for the said property maintained by the Property Maintenance Division and issue an official certificate of compliance.*
- C. In the event the *Property Maintenance Division Official* performing the inspection determines that the dwelling unit or rooming unit is in violation of the applicable City of Reading Codes and Codified Ordinances, the Property Maintenance Division *shall withhold the renewal of the Rental Housing Permit until the violations are corrected and the property is determined to be in compliance with the applicable Codes and Codified Ordinances.* In addition, the City Official shall issue a Notice of Violation as provided for in the applicable provision of the Code and Codified Ordinances. Failure of the property owner to correct the specified violations within the time frame established on the Notice of Violation shall result in the *revocation of the Rental Housing Permit and an authorized City Official shall commence the appropriate legal proceedings to enforce the applicable Code and Codified Ordinances including but not limited to action to vacate the dwelling unit or rooming unit as operation thereof is prohibited without a valid Rental Housing Permit. Nothing herein shall prevent the City from taking any other action authorized by §11-122 of this Chapter. In the event the property is vacated as a result of an order from the City Official it shall remain vacated until the Codes Official determines that the violations have remedied, corrected and/or abated.* The owner shall notify the Property Maintenance Division of correction, remediation and/or abatement of the violation. Within 10 days of receipt of said notification from the owner, the Property Maintenance Division shall schedule a re-inspection of the dwelling unit or rooming unit to determine if the violations set forth in the notice of violation have been remedied, corrected and/or abated. If the Codes Official determines that the violations have been remedied,

corrected and/or abated in accordance with the applicable City of Reading Codes and Codified Ordinances, the Code Official shall so advise the owner and Property Maintenance Division and in so doing authorize issuance of the rental registration. [Ord. 22-2009]

D. Deleted

3. **Routine Inspection.** The Property Maintenance Division shall perform routine inspections on all dwelling units and rooming units subject to the provisions of the applicable City of Reading Codes and Codified Ordinances. [Ord. 22-2009]
4. **Complaint Inspections.** Nothing in this Part shall preclude the Property Maintenance Division/Code Official from performing an inspection upon receipt of a complaint of violation of the City of Reading Codes and Codified Ordinances existing at the dwelling unit or rooming unit. Said inspections shall be in accord with the applicable Codes and Ordinances and regulations and policies established by the City of Reading Property Maintenance Division. A complaint of violation shall include but not be limited to a violation of a City of Reading Code or Ordinance, e.g., Property Maintenance Code [Chapter 5, Part 6] and/or disruptive conduct report. [Ord. 22-2009]
5. **Search Warrant.** If any owner, occupant or other person in charge of a structure subject to the provisions of this Part refuses, impedes, inhibits, interferes with, restricts or obstructs entry and free access to every part of the structure or premises where inspection authorized by this Part is sought, the administrative authority, Property Maintenance Division, shall promptly apply for an administrative search or inspection warrant to a court of competent jurisdiction and shall supply all necessary affidavits and testimony to indicate that there is a reasonable or probable cause to conduct an inspection. [Ord. 22-2009]
6. **Notice.** All notices scheduling an inspection shall be mailed via regular mail to the owner of record with a copy mailed via regular mail to the local responsible agent.
8. **Failure to Appear for Inspection.** If the owner or his/her local responsible agent cannot be available at the proposed time, said owner or representative shall provide no less than 24-hour written notice to the Property Maintenance Division. Upon failure to give such written notice or upon failure to gain entry, an administrative fee of \$150 will be assessed against the owner or representative of the owner failing to supply written notice or appear. If the property owner or his representative fails to appear for the second scheduled inspection an administrative fee of \$250 will be assessed against the property owner. If the property owner or his representative fails to appear for the third scheduled inspection, the City may shall file a suit with the Magisterial District Justice seeking a minimum fee of \$400. Failure to pay administrative fees shall at the discretion of the Code Official constitute a violation of this Code or the City of Reading Property Maintenance Code *Property Maintenance Division shall assess an administrative fee of \$250 and may promptly apply for an administrative search or inspection warrant to a court of competent jurisdiction and shall apply all necessary affidavits and testimony to indicate that there is a reasonable or probable cause to conduct an inspection.*

Failure of an owner or his/her local responsible agent to appear for an inspection as part of an initial application or renewal inspection as required to obtain *or renew* a Rental registration *Housing Permit* and the time necessary to reschedule an inspection shall extend the time provided the City of Reading to schedule an inspection per said requirements and make a determination on an application.

Additionally, *failure to appear for an inspection for the purposes of an administrative search or inspection warrant includes the third cancellation of the inspection with or without prior notice to the Property Maintenance Division.*

~~failure~~ **Failure** of an owner or his/her local responsible agent to appear for a scheduled inspection shall be considered probable cause for obtaining a search warrant to inspect the premises. [Ord. 105-2010]

(Ord. 28-2007, 7/23/2007, §1; as amended by Ord. 71-2007, 9/24/2007, §1; by Ord. 55-2008, 9/8/2008, §1; and by Ord. 65-2008, 10/13/2008, §1; by Ord. 22-2009, 4/27/2009, §§1-3; and by Ord. 105-2010, 12/27/2010, §1)

§11-110. Rental Housing Permit.

Upon compliance by the owner of the dwelling unit or rooming unit of the requirements of this Part, the City of Reading Property Maintenance Division shall issue a **Rental Housing** Permit on an official form containing the letterhead of the City of Reading Property Maintenance Division and a facsimile of the Official Seal which shall include but not be limited to the following:

A. Name, mailing address and telephone number (*business and mobile*) of owner.

B. Name, mailing address and telephone numbers (business and mobile) of local responsible agent.

C. Number of ~~occupants/tenants~~ *dwelling units* permitted to occupy said rental unit or rooming unit as authorized by the City of Reading Codified Ordinances including, but not limited to, the Zoning Ordinance [Chapter 27] and Property Maintenance Code [Chapter 5, Part 6].

D. Date of last application inspection, e.g., *initial or renewal*.

E. ~~A place for date and initials of Code Official indicating performance of a routine or complaint inspection and whether or not violations were found.~~

~~F. Date of issuance of permit.~~

G. Date of required renewal of permit.

H. Printed name of person issuing permit.

Date of last inspection.

F. A place for date and initials of Code Official indicating performance of a routine or complaint inspection and whether or not violations were found.

G. Date of issuance of permit.

H. Date of required renewal of permit.

I. Printed name of person issuing permit.

§11-111. Posting of the Rental Housing Permit.

The Rental registration ~~Housing Permit~~ or an identical, clear and legible photocopy thereof shall be conspicuously posted and maintained in the front entryway, vestibule or other main entrance area of the dwelling unit or rooming unit ~~in a manner available for inspection so that the same is visible and observable from outside the building at the front of the property~~ by City Code officials, Property Maintenance Division, or emergency personnel.

§11-112. Local Responsible Agent.

1. **Designation.** Any owner who rents, leases or lets a dwelling unit or rooming unit shall designate and appoint an adult individual to serve as the responsible local agent for such dwelling unit or rooming unit. The owner and responsible local agent shall be jointly and severally legally responsible for operation of the dwelling unit and rooming unit and its compliance with the City of Reading Codes and Codified Ordinances and the laws of the Commonwealth of Pennsylvania. The local responsible agent shall also be responsible for providing the Code Official with access to the dwelling unit or rooming unit for the purpose of making inspections necessary to ensure such compliance. A responsible local agent is required to reside within Berks County, Pennsylvania. An owner may designate him/herself as a responsible agent if s/he resides within Berks County, Pennsylvania.

2. **Posting of Responsible Local Agent.** The name, address, and contact information including, but not limited to, telephone number, business and cell of the responsible local agent shall be conspicuously posted and maintained in the dwelling unit or rooming unit and shall be available for inspection by the City Code Officials upon request. Failure to maintain posting and maintenance of the information of the responsible local agent as required herein shall subject the owner to penalties of this Part.

§11-113 Occupation of Premises Without Rental Registration Housing Permit.

It shall be unlawful for the owner of any dwelling unit or rooming unit or any agent thereof to allow, rent, lease or let or otherwise permit occupancy of any dwelling unit or rooming unit by another or to represent to the general public that such dwelling unit or rooming unit is for rent, lease, let or occupancy unless a current rental registration **Rental Housing Permit** is obtained for such dwelling unit or rooming unit. *In the event a city official determines a dwelling or rooming unit is being occupied unlawfully, a placard shall be placed upon the premises advising that application for a Rental Housing Permit must be submitted within 15 days and the property owner shall be assessed \$1,000 for each unit; failure to submit an application for a Rental Housing Permit within the allotted time shall result in a fee of \$300 per unit per month or portion thereof until such time the required application is received by the city. Said fees shall constitute a lien upon the real property and the property owner shall be liable for payment of the same, together with attorneys' fees, court costs and receipted costs of collection. In the event an owner disputes the assessment of said fees, upon timely payment thereof, the owner may request an administrative hearing as provided for in §11-103.*

§11-114 Owner and Occupant Duties.

1. Owner's Duties.

- A. It shall be the duty of every owner, operator, responsible agent or manager to keep and maintain all rental units in compliance with all applicable codes and provisions of all applicable State laws and regulations and local ordinances, and

to keep such property in good and safe condition and to be aware of, and to act to eliminate disruptive conduct in such rental units.

- B. It shall be unlawful for any person to conduct or operate or cause to be rented either as owner, operator, responsible agent or manager any rental unit within the City of Reading without ~~having a rental registration or a rental license~~ *a valid and current Rental Housing Permit*.
- C. ~~The owner, operator, responsible agent or manager shall include the amendment attached hereto as the addendum to rental agreement in each lease of a rental unit taking effect on or after May 1, 2007. Said amendment is hereby considered to be a part of every lease of a rental unit in the City of Reading executed on or after May 1, 2007.~~
- C. It shall be the responsibility of every owner, operator, responsible agent or manager to employ policies and to manage the rental units under his/her control in compliance with the provisions of this Chapter, the City Codes and Codified Ordinances and applicable State laws.

2. Occupant Duties

- A. The occupant(s) shall comply with all obligations imposed unto by this Part and by the City of Reading Codified Ordinances including, but not limited to, Chapter 2, Animals, Chapter 3, Bicycles, Chapter 5, Code Enforcement, Part 6, Property Maintenance Code, Chapter 6, Conduct, Chapter 10, Health and Safety, Chapter 15, Motor Vehicles and Traffic, Chapter 20, Solid Waste, and Chapter 21, Streets and Sidewalks, as well as all State laws and regulations.
- B. The occupant(s) shall conduct themselves and require other persons including, but not limited to, guests on the premises and within their rental unit with their consent, to conduct themselves in a manner that will not disturb the peaceful enjoyment of the premises by others and that will not disturb the peaceful enjoyment of adjacent or nearby dwellings by people occupying the same.
- C. The occupant(s) shall not engage in, nor tolerate, nor permit others on the premise to cause damage to the rental unit or engage in disruptive conduct, or other violations of this Part, City codes or applicable State laws.
- D. Police officers or public officers shall investigate alleged incidents of disruptive conduct. They shall complete a disruptive conduct report upon a finding that the reported incident constitutes disruptive conduct as defined herein. The information filed in said report shall include, if possible, the identity of the alleged perpetrators of the disruptive conduct and all other obtainable information, including the factual basis for the disruptive conduct described on the prescribed.
(Ord. 28-2007, 7/23/2007, §1)

§11-115. Owners Severally Responsible.

If any regulated dwelling unit or rooming unit is owned by more than one person, in any form of joint tenancy, as a partnership, corporation or otherwise, each persons shall be jointly and severally responsible for the duties imposed under the terms of this Part and shall be severallysubject to prosecution for the violation of this Part.

(Ord. 28-2007, 7/23/2007, §1)

§11-116 - Fees for Rental ~~Registration~~ Housing Permit

1. Fee Schedule

Fees required for *an application for, and annual renewal of*, a Rental ~~registration~~ *Housing Permit, as well as inspection-related and other applicable fees shall be established by City Council and included on the City's fee schedule.*

A. Permit.

(1) Single rented dwelling unit \$100 per year [*Ord. 48-2010*]

(2) Each single room (rooming unit) \$25 per year

~~5. — Fee Nonrefundable. The fee paid as part of the Application for Registration and Issuance of a for a Rental Housing Permit rental registration or any renewal thereof is nonrefundable regardless of whether the application is approved.~~

~~B. Reinspection. The initial and first subsequent inspection upon an application for either an initial or renewal shall be included in the permit fee. A fee in the amount of \$25 shall be charged for any third or subsequent inspection required for approval of an initial or 3 year renewal application. [*Ord. 38-2009*]
[*Ord. 55-2008*]~~

2. **Number of Units.** For the purpose of determining the number of units or rooms to be included in a permit, the following definitions shall apply:

A. Efficiency apartments and rented rooms used for purposes other than sleeping shall be considered a dwelling unit.

B. Any dwelling unit or room occupied by the owner/operator of a multiple unit dwelling shall be included in the total number of units or rooms, as well as any unit or room occupied by the spouse, son, daughter, mother, father, sister or brother of the owner or operator.

3. **Waiver of Fees.** The permit fees established in subsection (1) above shall be waived under the following conditions:

A. If the owner, or operator, or the spouse, son, daughter, mother, father, sister or brother of the owner or operator, occupy the unit.

B. If the owner or operator is the United States government, the Commonwealth of Pennsylvania, the City of Reading, Pennsylvania, or any agency thereof.

C. If the owner or operator is a corporation or association organized and operated exclusively for religious, charitable or educational purposes, or for one or more such purposes, provided that no part of the net earnings or profits of which inure to the benefit of any private shareholder, individual, corporation or partnership.

D. Licensed real estate brokers or agents or financial institutions that purchase or acquire dwellings for the sole purpose of resale of the property shall be exempt from obtaining a rental registration. [*Ord. 22-2009*]

E. Persons who have acquired property for the sole purpose of renovating and resale of the property may be exempt from obtaining a rental registration based upon

~~approval of an application for exemption on the form prescribed. [Ord. 22-2009]~~

~~4. **Effect of Waiver of Fees.** The waiver of fees contained in subsection (3), above, shall not exempt the owners or local responsible agent from compliance with this Part and all other applicable Codes, Codified Ordinances, rules, regulations of the City of Reading and laws of the Commonwealth of Pennsylvania, unless otherwise specifically exempted herein.~~

~~5. **Fee Nonrefundable.** The fee paid as part of the application for a rental registration is §11-117— no changes~~

§11-117 - Vacant Property Registration

1. A property that is a "vacant property" as defined in §11-102 herein shall be registered by the property owner or authorized agent with the City of Reading Property Maintenance Division on a Vacant Property Registration form prescribed by the Property Maintenance Division.
2. The registration of a vacant property with the Property Maintenance Division shall be required within 10 days of the subject property becoming a "vacant property" as provided herein and shall be accompanied by the payment of the applicable registration fee.
3. Each and every property registered as vacant property pursuant to the provisions herein shall be subject to inspection and verification by the Property Maintenance Division at any time during the original registration period or during any period of renewal thereof.
4. Vacant property registrations shall be valid for not more than 180 days and are required be renewed on or before 180 days on a form prescribed by the Property Maintenance Division. Payment of the applicable registration renewal fee shall be required at the time of renewal.
5. Any change in the structural condition or integrity of a vacant property shall be reported in writing to the Property Maintenance Division within 7 days of such change.
6. Nothing herein shall prohibit a property owner from voluntarily registering a property as a vacant property prior to the expiration of 90 day-period of non-occupancy.

§11-118 Tenant Information.

1. In addition to supplying information of the tenants of the dwelling unit or rooming unit on the initial or renewal application for a *Rental Housing Permit* ~~rental registration~~, the owner or the local responsible agent, on or before ~~March~~ *April* 1 and ~~August~~ *September* 1 of each year, shall provide to the City of Reading Property Maintenance Division on a form prepared and provided by said Division information of all tenants or other persons, including children under 18 years of age, occupying the dwelling unit or rooming room for which they are required to have a ~~rental registration~~ *Rental Housing Permit*, the full name, unit, floor or apartment number/designation and term of lease, date of entry and anticipated departure date. Landlord shall further indicate on said form if the dwelling unit or rooming unit is student housing and if said tenants are students. [Ord. 22-2009]
2. The owner shall notify the City of Reading Property Maintenance Division of changes in the tenant listing within 10 days of such change by submitting an updated tenant listing on the form prepared and provided by the Property Maintenance Division. In so doing, the owner shall notify

the City of the name of the person who is no longer residing at the dwelling unit or rooming unit. [Ord. 22-2009]

3. If the owner has reason to believe that such disclosure may jeopardize the personal safety and well-being of a tenant or occupant and provides the Property Maintenance Division with such information and documentation to support such belief as may be reasonably required by the Property Maintenance Division, such disclosure shall not be required.[Ord. 22-2009]
4. Failure to provide the required information or failure to update such information as required by this Part are hereby made subject to the penalties set forth in this Part. (Ord. 28-2007, 7/23/2007, §1; as amended by Ord. 71-2007, 9/24/2007, §1; by Ord. 43-2008, 8/25/2008, §1; and by Ord. 22-2009, 4/27/2009, §§2, 3)

§11-119. Official Notices.

All official notices, excluding notice of inspection, including, but not limited to, notices of violation relating to a dwelling unit or rooming unit shall be served on the owner with a copy to the local responsible agent. All official notices, excluding notice of inspection which shall be in the manner set forth herein, shall be by first class mail to address of record of the owner and local responsible agent and posting of the dwelling unit or rooming unit. The address of record of the owner shall be that provided by the County of Berks. Any owner change of address must be performed through the County of Berks Recorder of Deeds/ Assessment Office. The address of record of the local responsible agent shall be that provided by the owner on the most recent permit application. It is the responsibility of the owner to change the address thereof or the identity or address of the local responsible agent per the requirements hereof. There shall be a rebuttable presumption that any notice required to be given under this Part shall have been

received by owner and/or local responsible agent if the notice was given in the manner provided. A claim of lack of knowledge by the owner of any violation hereunder or City of Reading Codes shall not be a defense to license nonrenewal, suspension or revocation proceedings as long as all notices prerequisite to institution of such action were given and deemed received in accord with the applicable provisions of this Part. (Ord. 28-2007, 7/23/2007, §1; as amended by Ord. 22-2009, 4/27/2009, §1)

~~§11-120. Denial or Nonrenewal of a Rental Registration for Failure to Comply with Application, Chapter and/or Failure to Pass Inspection.~~ [Ord. 22-2009]

1. ~~**Timing.** A decision to deny or not renew an application for a rental registration for the reasons set forth herein shall be made within 15 working days of receipt of the application with payment of appropriate fee as indicated on the time stamp by the Property Maintenance Division. This time period shall be extended to 15 working days after performance of an inspection where an inspection is required. [Ord. 22-2009]~~

2. ~~**Basis for Denial or Nonrenewal under this Part.**~~

~~A. A rental registration shall be denied and/or nonrenewed upon failure of the owner to comply with the application requirements set forth in this Part. [Ord. 22-2009]~~

B. ~~An application for an initial or renewed permit shall also be denied upon proof of failure of owner or local responsible agent to comply with the requirements of this Part including, but not limited to, the posting requirements, submission of tenant listing, failure to appear for more than one schedule inspection, failure to appear for a scheduled court hearing and noncompliance with owner's duties.~~

C. ~~A rental registration shall not be issued or renewed upon the failure of dwelling unit or rooming unit to pass an initial or a renewal inspection as required by §11-109(1) and (2) of this Part. [Ord. 22-2009]~~

D. ~~A rental registration shall not be issued or renewed to any applicant if said rental unit, building or dwelling is not in compliance with the City of Reading Codified Ordinances including, but not limited to, International/City of Reading Building Code [Chapter 5, Part 1B], Existing Building Code [Chapter 5, Part 1C], Plumbing Code [Chapter 5, Part 2], Mechanical Code [Chapter 5, Part 5], Electrical Code [Chapter 5, Part 4], Fire Code [Chapter 5, Part 3], and Residential Code [Chapter 5, Part 8], Property Maintenance Code [Chapter 5, Part 6], Solid Waste and Recycling Ordinance [Chapter 20, Part 1], Health Code [Chapter 10, Part 1] and Zoning Ordinance [Chapter 27], or has failed an inspection, is in pending litigation for violations of the aforesaid Codified Ordinances or has been declared unfit for human habitation and/or condemned by appropriate authority with jurisdiction or an owner or his/her local responsible agent fails to appear in court for a hearing regarding a violation of the aforesaid Codes of the City of Reading. [Ord. 22-2009] [Ord. 55-2008]~~

3. ~~**Notice.** Notification of the decision to deny or not renew an application for an initial or renewal of a rental registration shall be issued by the Administrator of the Property Maintenance Division or his/her designee within 15 working days of receipt of the application. The notification shall specify the reason for denial or refusal to renew an application for a rental registration citing the requirement therefor. Said notice shall be in accord with the requirements therefor of this Part. [Ord. 22-2009]~~

4. ~~**Right to Cure.** At the discretion of the Administrator of the Property Maintenance Division or his/her designee notification of the denial or nonrenewal of a rental registration may provide the owner an opportunity to cure the basis for the denial or nonrenewal. If said opportunity is provided, the notification must specify the time period provided for curing of the basis for the denial or refusal to renew a rental registration. Upon failure of the owner or local responsible agent to cure the basis for the denial within the time period given, the decision of the Property Maintenance Division Administrator or his/her designee to deny or not renew a rental registration shall stand and the sole recourse shall be an appeal. Nothing in this Section is to interpreted to override the requirements and right to resolve failure to pass inspection as required above as part of the initial and renewal inspection process. [Ord. 22-2009]~~

5. ~~**Appeal.** The denial of an initial or renewal application for a rental registration for the reasons set forth above may be appealed to the Housing Board of Appeals by submission of such a request with payment of the appropriate fee made in writing to the Administrator of the Property Maintenance Division within 10 days of receipt of notification of such denial. [Ord. 22-2009]~~

~~§11-121. **Suspension or Revocation of Rental Registration.** [Ord. 22-2009]~~

1. ~~**Warning Notice Required Prior to Suspension of Rental Registration.** [Ord. 22-2009]~~

A. ~~Prior to suspension or revocation of a rental license Rental Housing Permit, the Code Official shall provide written notice of violation to the owner of any dwelling unit or rooming unit.~~

- ~~B. The written notice of violation shall inform the owner of the rental property, dwelling unit or rooming unit and the owner's responsible local agent that a written correction plan shall be submitted to the Code Official within 5 days after receipt of the notice of violation. Failure to submit an acceptable correction plan will result in suspension or revocation of all applicable rental registrations Rental Housing Permits.~~
- ~~C. The notice of violation shall inform the owner of the rental property, dwelling unit or rooming unit that the owner may request an informal meeting with the Code Official to discuss the violations within 5 days of the receipt of the notice of violations. Owners requesting a meeting may request that the owner's responsible local agent represent the owner and act on the owner's behalf.~~
- ~~D. This subsection shall be issued in conjunction with and not in lieu of the requisite notices of violations regarding under City of Reading Codes including, but not limited to, the Property Maintenance Code [Chapter 5, Part 6].~~
- ~~E. The notice of violation/warning and notice of suspension or revocation shall be served in accord with the official notice requirements set forth in this Part. Additionally such notices shall be also be served via certified mail return receipt requested with date of receipt determined by date of execution of return receipt. Provided, that should the certified mail be returned as unclaimed and first class mail issued in conjunction with the certified mail not be returned there will be a rebuttable presumption that but for the recipient's refusal of the certified mail, notice was received within five mail (Monday—Saturday) days of date of mailing.~~
- ~~F. No change~~

~~2. — Suspension or Revocation Procedures.~~

- ~~A. The Code Official shall notify the owner of the suspension or revocation of a rental license Rental Housing Permit for a dwelling unit or rooming unit by written notice sent by first class mail and certified mail or delivered in person should the certified mail be returned as unclaimed and first class mail issued in conjunction with the certified mail not be returned there will be a rebuttable presumption that but for the recipient's refusal of the certified mail notice was received within five mail (Monday—Saturday) days of date of mailing. The notice shall advise the owner of the property address of the dwelling unit or rooming unit, the effective dates of the suspension or revocation, the reason for the suspension or revocation, the effect of the suspension or revocation, penalties that can be imposed for violation of the suspension and appeal rights and procedures.~~
- ~~B. The Code Official shall set forth the effective date of the suspension or revocation in such manner so that suspension or revocation commences on the first day following expiration of the 10 days to file an appeal of the Code Official's determination.~~
- ~~C. No rental registration Rental Housing Permit shall be renewed for 6 months for the first suspension or revocation and 12 months for each subsequent suspension or revocation within a 5-year period beginning on the effective date of the suspension or revocation. [Ord.22-2009]~~
- ~~D. During the time a rental license Rental Housing Permit is suspended or revoked, if any additional violations occur against the dwelling unit or rooming unit, the rental license Rental Housing Permit suspension or revocation may be extended up to an additional 12 months.~~

- ~~3. — Effect of Suspension. Upon the commencement of suspension or revocation, the dwelling unit or rooming unit shall be secured by the owner, and no person, firm, or corporation shall operate or~~

rent/ lease to another for residential occupancy any dwelling unit or rooming unit during such time that the rental license for such unit is suspended or revoked. The transfer of the ownership of a rental property by an owner to an entity in which such owner holds an ownership or equity interest will not void the existing violations relating to such rental property or void any existing suspension or revocation relating to such rental property. [~~Ord. 55-2008~~]

4. ~~**Defense.** When tenants and/or occupants are culpable for violations resulting in a suspension notice, the owner may request reinstatement of the rental registration Rental Housing Permit upon eviction of the tenants, provided the owner is current with submission of tenant listings as required by this Part. [~~Ord. 22-2009~~]~~
5. ~~**Appeal Procedure for Suspension or Revocation Initiated by the Code Official.** An appeal of a suspension or revocation of a rental registration Rental Housing Permit shall be made by submitting the appropriate fee and a request for an appeal to the Housing Board of Appeal in writing to the Administrator of the Property Maintenance Division within 10 days of receipt of the notice of suspension or revocation. [~~Ord. 22-2009~~]~~
6. ~~**Basis for Suspension or Revocation.** A rental registration Rental Housing Permit shall be suspended or revoked at the discretion of the Administrator of the Property Maintenance Division or his/her designee if egregious, severe, life threatening, health and welfare or repetitive, continued violations of the offenses set forth in subsection (7) exist at the dwelling unit or rooming unit without any attempt to cure or remedy the problem or submission of a timely rehab plan and lack of response to notices of violations issued by the appropriate authority. [~~Ord. 22-2009~~]~~
7. **Offenses.** For purposes of this Part, offenses are those as set forth, but not limited to, the following ordinances or statutes:
 - A. *Occupancy.* Refers to regulations relating to occupancy of rooming units, dwelling units and dwellings as contained in Chapter 5 (Code Enforcement) and Chapter 27 (Zoning) of the Codified Ordinances of the City of Reading.
 - B. *Refuse.* Refers to regulations relating to garbage, rubbish and refuse, under the City of Reading Codified Ordinances including, but not limited to, the Property Maintenance Code, Chapter 5, Health Code, Chapter 10 and Solid Waste and Recycling Ordinance, Chapter 20.
 - C. *Property Maintenance (Interior and Exterior).* Refers to regulations as governed by the City of Reading Property Maintenance Code in Chapter 5 of the City of Reading.
 - D. *Sidewalks.* Refers to regulations relating to snow and ice removal contained in the Streets and Sidewalks, Chapter 21 of the City of Reading Codified Ordinances.
 - I. *Noise.* Refers to regulations relating to Noise Disturbance, and Conduct, Chapter 6 of the City of Reading Codified Ordinances.
 - J. *Vegetation.* Refers to regulations relating to Brush, Grass and Weeds, per the City of Reading Codified Ordinances including, but not limited to, the Property Maintenance Code, Chapter 5, and Health Code, Chapter 10.
 - K. *Disorderly Conduct.* Refers to enforcement by the City of Reading Police Department of §5503, Crimes Code, Act of Dec. 6, 1972, P.L. 1482, No. 334, 18 Pa.C.S.A. §5503, and Chapter 6, Conduct, of the City of Reading Codified Ordinances.

~~L. *Dogs*. Refers to regulations relating to Animals and Health under Chapters 2 and 10 of the City of Reading Codified Ordinances.~~

~~I. *Fire Prevention Code*. Refers to regulations to the City of Reading Fire Prevention Code as provided for in Chapter 5, Code Enforcement, and Chapter 7, Fire Prevention and Protection, of the City of Reading Codified Ordinances.~~

~~J. Zoning violations and related offenses per Chapter 27 of the City of Reading Codified Ordinances.~~

~~K. Violation of Chapter 5 of the City of Reading Codified Ordinances regarding Code Enforcement including, but not limited to, the City of Reading Building Code [Chapter 5, Part 1B], Existing Building Code [Chapter 5, Part 1C], Plumbing Code [Chapter 5, Part 2], Mechanical Code [Chapter 5, Part 5], Electrical Code [Chapter 5, Part 4], Fire Code [Chapter 5, Part 3], and Residential Code [Chapter 5, Part 8].~~

~~L. Failure to appear in court and related offenses.~~

~~M. Any other offense that renders the dwelling, unit, or room inhabitable.~~

~~At the discretion of the issuing authority, the City of Reading Property Maintenance Division, the municipality shall have the authority to revoke or suspend the rental rental registration Rental Housing Permit of any rental unit, building, rooming house, or dwelling that is uninhabitable by humans, is in egregious noncompliance with the City of Reading Codified Ordinances including, but not limited to, City of Reading Building Code [Chapter 5, Part 1B], Existing Building Code [Chapter 5, Part 1C], Plumbing Code [Chapter 5, Part 1], Mechanical Code [Chapter 5, Part 5], Electrical Code [Chapter 5, Part 4], Fire Code [Chapter 5, Part 3], and Residential Code [Chapter 5, Part 8], Property Maintenance Code [Chapter 5, Part 6], Solid Waste and Recycling Ordinance [Chapter 20, Part 1], Health Code [Chapter 10, Part 1] and Zoning Ordinance [Chapter 27], or has failed an inspection, is in pending litigation for violations of the aforesaid Codified Ordinances and/or has been condemned by the authority with jurisdiction. [Ord. 22-2009]~~

~~8. **Immediate Suspension or Revocation.** Placarding and condemning of a property per the City of Reading Property Maintenance Code [Chapter 5, Part 6] shall result in immediate suspension or revocation of a rental registration Rental Housing Permit. Notwithstanding any other provision of this Part, the permit shall be reinstated upon performance of an inspection, payment of the appropriate fee for removal of the placard per the Property Maintenance Code [Chapter 5, Part 6] and submission with the appropriate fee and approval of an application for a rental registration. [Ord. 22-2009]~~

~~9. **Suspension and Disruptive Conduct.** Nothing in this Section shall be interpreted to preclude enforcement under the disruptive conduct Section [§11-123] set forth herein.~~

~~10. **Reinstatement of Rental Registration Housing Permit Subsequent to Suspension or Revocation.** To obtain reinstatement of a rental registration Rental Housing Permit subsequent to a suspension or revocation and period therefor, an owner must resubmit an application and undergoing the process for an initial application including, but not limited to, undergoing an inspection and payment of the appropriate fee. [Ord. 22-2009]~~

~~11. **Notice.**~~

A. ~~Form.~~ A notice of a suspension or revocation of a rental registration Rental Housing Permit shall set forth the information required herein and be in a form accordance with all of the following: [Ord. 22-2009]

(1) ~~Be in writing.~~

(2) ~~Include a description of the real estate sufficient for identification.~~

(3) ~~Include a statement of the violation or violations and why the permit is being suspended or revoked.~~

(4) ~~The time period for the suspension or revocation of the permit.~~

(5) ~~Inform the property owner of the right to appeal.~~

~~§11-122 §11-120. Violation and Penalties Placarding and Condemnation~~

1. ~~Violations.~~ It shall be unlawful for any person, as either owner or local responsible agent of a rental dwelling unit or rooming unit for [which] a rental registration Rental Housing Permit is required, to operate without a valid, current permit issued by the City of Reading authorizing such action. It shall also be unlawful for any person, either owner or local responsible agent, to allow the number of occupants of dwelling unit or rooming unit to exceed the maximum limit as set forth on the license or to violate any other provision of this Part, including, but not limited to, failure to timely submit a tenant listing and renew a rental registration Rental Housing Permit. Further, it shall be unlawful for any occupant to violate this Part. [Ord. 22-2009]

2. ~~Prosecution of Violation.~~ If the above violations are not corrected, the Administrator of the Property Maintenance Division or his/her designee or code official shall institute the appropriate proceeding at law or in equity, to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this Code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate. Notwithstanding the above, nothing will prevent the Administrator of the Property Maintenance Division or his/her designee or code official from commencing a summary offense criminal action via the issuance of a nontraffic citation in accord with the Pennsylvania Rules of Criminal Procedures in the court of appropriate jurisdiction and the violation shall be deemed a strict liability offense. [Ord. 22-2009]

3. ~~Collections.~~ All bills or accounts governed by this Part which are not paid by May 1 of each year or within 60 days of application from date of application/original date of billing shall be turned over to a collection agency for receipt.

4. ~~Penalties.~~ Any person who shall violate any provision of this Part shall, upon conviction thereof, be sentenced to pay a fine of not less than \$75 and not more than \$500 plus costs and restitution. In default of payment of said fine and costs to a term of imprisonment of not more than 90 days. Each day that violation of this Part continues or each Section of this Part which shall be found to have been violated shall constitute a separate offense. Such penalties shall be exclusive of the doubling of the permit fee for untimely payment and submission thereof to collections as well as suspension or revocation of permit for failure to pay.

~~**Placarding and Condemning.**~~ The City of Reading Property Maintenance Division is hereby authorized to placard and condemn thereby requiring the immediate vacation, or within the discretion of the Property Maintenance Inspector **Division** a reasonable amount of time vacation, of a property that is being rented for which a registration **Rental Housing Permit** therefor has not been filed with the Property Maintenance Division as required by this Part. [Ord. 22-2009]

5. ~~**Nonexclusive Remedies.**~~ The penalty and collection provisions of this Section and the license nonrenewal, suspension and revocation procedures provided in this Part shall be independent, nonmutually exclusive separate remedies, all of which shall be available to the City of Reading as may be deemed appropriate for carrying out the purposes of this Part. The remedies and procedures provided in this Part for violation hereof are not intended to supplant or replace to any degree the remedies and procedures available to the City in the case of a violation of any other City of Reading Code or Codified Ordinances, whether or not such other code or ordinance is referenced in this Part and whether or not an ongoing violation of such other code or ordinance is cited as the underlying ground for a finding of a violation of this Part.

~~**§11-123. — Disruptive Conduct.**~~

§11-121. Disruptive Conduct.

1. **Investigation and Report of Disruptive Conduct.** Police officers or public officers shall investigate alleged incidents of disruptive conduct. They shall complete a disruptive conduct report upon a finding that the reported incident constitutes disruptive conduct as defined herein. The information filed in said report shall include, if possible, the identity of the alleged perpetrators of the disruptive conduct and all other obtainable information, including the factual basis for the disruptive conduct described on the prescribed form. A copy of the disruptive conduct report shall be given or mailed to the occupant and mailed to the owner and local responsible agent within 10 working days of the occurrence of the alleged disruptive conduct.
2. **Appeals.** The occupant, owner or local responsible agent shall have 10 working days from the date of receipt of a disruptive conduct report to appeal the contents of said disruptive conduct report. The appeal shall be made in writing and submitted to the Administrator of the Property Maintenance Division. An appeal of the second disruptive conduct report within a 12-month period shall stop the eviction proceedings against the occupants until the appeal is resolved, only if the eviction proceedings were a direct result of the second disruptive conduct report. [Ord. 22-2009]
3. **Eviction.** After two disruptive conduct incidents in any 12-month period by an occupant documented by disruptive conduct reports, the owner or local responsible agent shall have 10 working days from the date of his/her receiving the notice to begin eviction proceedings against the occupants. The owner or local responsible agent shall diligently pursue the eviction of the occupants as required herein. Diligent pursuit of the eviction of said occupants shall include, but not be limited to, prosecution of the eviction proceeding, participation with follow through any appeal and obtain possession of the property. This subsection is not intended to limit or inhibit the owner or local responsible agent's right to initiate eviction
4. **Suspension or Revocation of Rental Registration.** Failure of an owner or local responsible agent to take action required in subsection (3) above will result in the commencement of the process to suspend a ~~rental registration~~ **Rental Housing Permit** in accordance with per the process established herein, notwithstanding any other requirements therefor. [Ord. 22-2009]
5. **Reinstatement of Rental Registration ~~Rental Housing Permit~~.** The rental unit involved shall not have its ~~rental registration~~ **Rental Housing Permit** reinstated until the reinstatement fee is paid, and the

disruptive occupants have been evicted, the Housing Board of Appeals has ruled in the occupant's favor, the Housing Board of Appeals has ruled in the owner's favor but has not ordered the eviction of the occupant(s), or the occupants have filed an appeal to a higher court thereby preventing their eviction. Notwithstanding this subsection, if there are violations assessed against the owner per the provisions of this Part which require suspension or revocation, a rental registration shall not be reinstated until compliance with the requirements therefor have occurred. [Ord. 22-2009]

7. **Report Against All Occupants.** The content of the disruptive conduct report shall count against all occupants of the rental unit. The content of the disruptive conduct report shall not count against all occupants of the rental unit if the complaint is initiated by one of the rental unit occupants. More than one disruptive conduct report filed against the occupants of a rental unit in a 24-hour period shall count as a single disruptive conduct report for the purpose of the preceding subsection. [Ord. 43-2008]
8. **Maintenance of List of Disruptive Conduct Report Tenants and Occupants and Evicted Occupants.** The Codes Enforcement Office shall maintain a list of the names of all occupants and tenants against whom a disruptive conduct report is issued as a result of this Part. The Property Maintenance Division shall also maintain a list of all occupants and tenants evicted as a result of this Part. The names shall remain on the list for a period of 5 years. [Ord. 22-2009]
9. **Appeals.** Any person aggrieved by any decision of a police officer or public officer in regard to a disruptive conduct report or the revocation of a rental registration resulting therefrom may appeal to the Housing Board of Appeals. Such appeal must be filed with the appropriate fee with the Administrator of the Property Maintenance Division in writing, within 10 working days from the date of receipt of the disruptive conduct report or notice of revocation.

[Ord. 22-2009](Ord. 28-2007, 7/23/2007, §1; as amended by Ord. 43-2008, 8/25/2008, §§1 and 2; by Ord. 55-2008, 9/22/2008, §1; by Ord. 65-2008, 10/13/2008, §1; and by Ord. 22-2009, 4/27/2009, §§2-4)

~~§11-124. Housing Board of Appeals.~~

~~§11-122. Housing Board of Appeals.~~

1. **Appeals.** Any person aggrieved by any decision of a police officer or public officer in regard to a disruptive conduct report or the suspension, nonrenewal, denial or revocation of a ~~rental registration~~ **Rental Housing Permit** may appeal to the housing Board of Appeals. Such appeal must be filed, in writing, with the Administrator of the Property Maintenance Division, with the appropriate filing fee within 10 working days from the date of receipt of the disruptive conduct report or notice of revocation. [Ord. 22-2009]
2. **Organization.**
 - A. **Membership.** The Housing Board of Appeals shall be a body of seven members consisting of: the Managing Director or his/her designee who shall serve as Chairperson; a Councilperson, Administrator of the Property Maintenance Division or their designee; the Chief of Police or his/her designee; an owner or local responsible agent of a rental unit(s) in Reading; an occupant of a rental unit residing in the City of Reading; and a member of a community group recognized by the City of Reading. [Ord. 22-2009]
 - B. **Alternates.** There shall be three alternate members: an owner or local responsible agent, an occupant of a rental unit residing in the City of Reading and a member of a community group recognized by the City of Reading.

- C. **Appointment.** All members of the Board shall be appointed by the Mayor with the advice and consent of the Council of the City of Reading, with the exception of the Council Member, who shall be appointed by the Council President.
- D. **Term.** A member or alternate member shall serve a term of not more than 3 years from the time of appointment or reappointment or until his/her successor shall take office. Members and alternates of the initial board shall be appointed to staggered terms of 1, 2 and 3 years.
- E. **Powers of Designee and Alternates.** Designees and alternate members may be requested to attend meetings in absence of a regular member and shall have all the powers of a regular member at such meetings.
- F. **Oaths and Subpoenas.** The Board shall have power to administer oaths and issue subpoenas to compel the attendance of witnesses and the production of relevant documents and papers, including witnesses and documents requested by the parties. [*Ord. 43-2008*]
- G. **Quorum and Majority Vote.** Four members shall constitute a quorum of the Board. A majority vote of the members of the quorum of the Board shall prevail. A tie vote shall be deemed as a denial of the appeal. [*Ord. 43-2008*]
- H. **Removal of Members.** Any member may be removed for misconduct or neglect of duty or for other just cause by a majority vote of Council taken after the member has received 15 days advance notice of the intent to take such vote. Failure of a member to attend three consecutive regular meetings of the Board will constitute grounds for immediate removal from the Board by City Council. Failure of a member to attend at least 50% of the regular meetings of the Board in a calendar year will constitute grounds for immediate removal from the Board by City Council. The Chairperson of the Board shall inform the City Clerk in writing when a member has failed to comply with this attendance policy. Following such notification, City Council may vote to remove the member and seek applicants to fill the vacant position. [*Ord. 64-2010*]

3. **Powers.** The Board shall have the following powers:

- A. **Promulgate Rules and Regulations.** To adopt and administer the rules of procedure regarding its organization, officers (except the Chairperson), times and places of meetings, conduct of meetings and other legal procedures relating to the hearing and determination of appeals and other matters within the Board's jurisdiction.
- B. **Hear and Decide Appeals.** To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the police officer or public officer in the enforcement of the provisions of this Part.
- C. **Grant Modification or Variance.** To modify any notice of violation or order and to authorize a variance from the terms of this code when because of special circumstances, undue hardship would result from literal enforcement, and where such variance substantially complies with the spirit and intent of the Code.
- D. **Grant Extension of Time.** To grant a reasonable extension of time for the compliance, as described in the City's Property Maintenance Code [Chapter 5, Part 6] and other applicable sections of the City of Reading Codified Ordinances of any order where there is a demonstrated case of hardship and evidence of bona fide intent to comply within a reasonable time period.

- E. **Timeliness.** In exercising the above-mentioned powers, the Board shall act with reasonable promptness and seek to prevent unwarranted delays prejudicial to the party involved and to the public interest; provided, however, that the Board shall file its decision within 10 working days after the appeal hearing.
- F. **Oaths and Subpoenas.** The Board shall have power to administer oaths and issue subpoenas to compel the attendance of witnesses and the production of relevant documents and papers, including witnesses and documents requested by parties. [Ord. 43-2008]
- G. **Authority.** The Board may reverse or affirm wholly or partly, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination as justice would require, and, to that end, shall have all the powers of the police officer or public officer; provided, however, that the Housing Board of Appeals, in its determination, shall be bound by this Part and shall not ignore the clear provisions and intent of this Part. [Ord. 43-2008]
4. **AEffect of Appeals.** Any decision or order issued under, per and in accord with this Part, shall be held in abeyance upon the timely filing of an appeal thereof with the Housing Board of Appeals. Said abeyance shall include, but not be limited to, revocation, suspension, denial or nonrenewal of a ~~rental registration~~ **Rental Housing Permit** until the appeal is resolved. An appeal of the two disruptive conduct reports within a 12-month period shall stop the eviction proceedings against the occupants until the appeal is resolved, only if the eviction proceedings were a direct result of the second disruptive conduct report. [Ord.22-2009]
5. **Enforcement upon Resolution of Appeal of Housing Board.** If this appeal is of a second disruptive conduct report and the decision of the police officer or public officer has been affirmed, within 10 working days and time for compliance as required by the decision of the Housing Board of Appeals, the public officer shall re-inspect to determine compliance as to whether the occupant has voluntarily moved from the premises or the owner has initiated eviction proceedings. If, when so required by a second disruptive conduct report, the occupant has not voluntarily moved or the owner has not initiated eviction proceedings, and for compliance as required by the decision of the Board has expired, the public officer shall institute revocation of the ~~rental registration~~ **Rental Housing Permit** ~~per~~ pursuant to the provisions set forth in this Part.
6. **Enforcement upon Resolution of Appeal of Housing Board.** If this appeal is of a second disruptive conduct report and the decision of the police officer or public officer has been affirmed, within 10 working days and time for compliance as required by the decision of the Housing Board of Appeals, the public officer shall reinspect to determine compliance as to whether the occupant has voluntarily moved from the premises or the owner has initiated eviction proceedings. If, when so required by a second disruptive conduct report, the occupant has not voluntarily moved or the owner has not initiated eviction proceedings, and for compliance as required by the decision of the Board has expired, the public officer shall institute revocation of the rental registration per the provisions set forth in this Part. [Ord.22-2009] [Ord. 43-2008]

The number of the following sections of this Chapter are hereby changed as follows:

~~§11-125. Appeal to Court of Common Pleas.~~

~~§11-123. Appeal to Court of Common Pleas.~~

~~§11-126. Share Information.~~

§11-124. Share Information.

~~§11-127. Compliance with Other City of Reading Ordinances~~

§11-125. Compliance with Other City of Reading Ordinances

Repeal of Chapter 11, Part 1, Exhibit A.

Chapter 11, Part 1, Exhibit A of the codified ordinances of the City of Reading, enacted as part of Ordinance 61-2007 and as part of Ordinance 22-2009, is hereby repealed.